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UNIVERSAL GRAHAM MANUAL

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Universal Graham Manual

Adapted to

Graham Phonography

A simple presentation. One style of writing, taught as reporters write it. Especially designed for shorthand schools, and for self-instruction

By

WILLIAM L. MUSICK

With extensive vocabulary of word-signs, phrases and contractions. Purely Graham

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The Third Thousand

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1912

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PREFACE

This book presents the latest Graham Shorthand, on the idea of teaching a principle and at once giving exercises whereby the principle just learned is fixed in the mind by practice, thus the mind and hand are trained to move together.

There is no system easier and none that can be learned properly, quicker than this system, as here presented. Facility in applying any principle learned comes by actually writing something that involves it. No one can think it into the hand. It must be done by practice. It is mental drudgery to attempt to hold all the theory or principles in the mind until they are all finished before commencing to write. Writing words only is no relief, and writing sentences is not sufficient. Expression, either orally or by writing, is the secret of fixing anything permanently in the mind, and actually writing matter with the principles involved trains the hand to write what the mind is getting permanently fixed at the same time. It is the natural way and makes shorthand simple.

There is no one principle in shorthand that is difficult to learn. It requires a very short time to learn a principle, but to keep it learned by getting it fixed in the mind, is the all-important thing. The natural way to do this is to begin at once to use it. This book is arranged to present the system in this way and will save months of tedious, discouraging work.

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Universal Graham Manual

LESSON I.

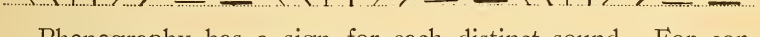
1. Straight Consonant Strokes:

Letter:	p	b	t	d	ch	j	k	g
Sign:								
Name:	Pee	Bee	Tee	Dee	Chay	Jay	Kay	Gay

The name of the stroke represents its sound in pronouncing a word in which the consonant is used. *Chay* and *Jay* are always written downward. The strokes should be about one-sixth of an inch long. The light strokes should be written very light, and the heavy strokes with a slight pressure, just enough to distinguish them. The slant of *Chay* and *Jay* is naturally slightly less than *Pee* and *Bee*. *Tee* and *Dee* must be vertical to be sure not to conflict with *Chay* and *Jay*.

Exercise I.

Learn the above group of the Phonographic alphabet by writing it many times, and at the same time calling the name, orally or mentally, as each stroke is written, as in the following:

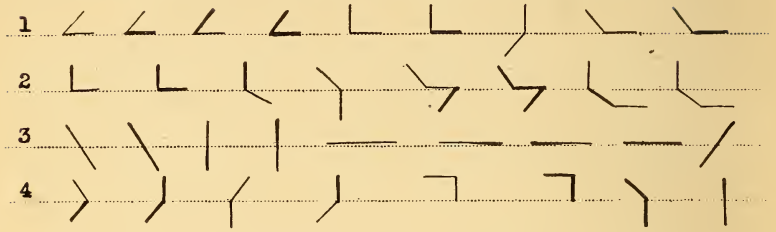


Phonography has a sign for each distinct sound. For convenience, the consonant sounds are taught first. The silent letters in a word, as *ugh* in *dough, though, b* in *doubt, t* in *ditch, a* in *tea,* etc., are not expressed in writing words in shorthand. Only the sounds are expressed that are necessary to pronounce the word. These sounds properly expressed in shorthand form the outline of a word.

2. Joining Straight Strokes.—All of the consonant strokes in a word are joined without lifting the pen. The first descending stroke rests on the line. If the first stroke is horizontal and the second descending, write the first stroke the height of *t-stroke* above the line so the descending stroke may rest on the line. When a straight stroke is repeated, write it double-length, as one stroke. If a light and heavy stroke are joined without an angle, let the heavy stroke taper to the light one. The joined strokes in a word are called its outline.

Exercise II.

Read and write the following joined strokes or outlines:



Write the outlines for the following words:

1. Check, chug, joke, jug, take, tug, touch, peck, peg.
2. Deck, dug, dope, putty, package, baggage, tobacco, Topeka.
3. Pope, Bub, toad, data, cake, keg, gawk, gewgaw, judge.
4. Page, dodge, chatty, ditch, kitty, gaudy, body, duty.

NOTE.—Bear in mind that the silent letters and the vowels are not represented in these outlines. Only the consonant strokes that are used in pronouncing the word.

Curved Consonant Strokes.

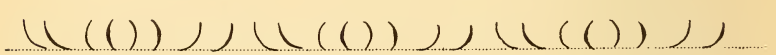
3. First Group:

Letter:	f	v	th	dh	s	z	sh	zh
Sign:	(	(	(	(	)	)	)	)
Name:	Ef	Vee	Ith	Dhee	Es	Zee	Ish	Zhay

NOTE.—The above strokes are all written downward when standing alone.

Exercise III.

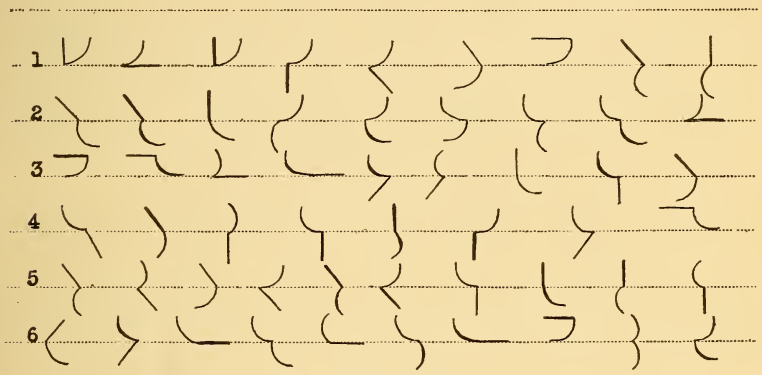
Learn the above group by writing it many times, as follows:



4. Ish, Shay.—The stroke for *sh* is always written downward when standing alone, but when joined to another stroke it may be written upward or downward to suit the convenience in joining. When it is written downward it is called *Ish*, but when written upward it is called *Shay*.

Exercise IV.

Use *Shay* after *Tee* and *Dee* and before and after *Lay*. Note that a heavy straight and curve stroke joined, is written with a shade throughout, as in *Dee-Vee, Vee-Gay*. Learn the joinings as follows:



Write the outlines for the following words:

1. Tush, shake, dash, shady, shape, push, cash, bath, tooth.
2. Puffy, above, defy, sheath, shave, fishy, faith, five, shaggy.
3. Gash, covey, ask, evoke, vouch, thatch, taffy, veto, bush.
4. Fop, Bessie, Estey, Fido, daisy, shadow, fetch, coffee.
5. Path, asp, push, shop, bathe, shabby, fatty, Davey, death, thud.
6. Chaffy, vouch, fig, fife, thick, fuzzy, evoke, gush, see-saw, shave.

Write the outlines for the following words:

1. Pity, ditch, cage, cake, cup, Kate, tape, touch, keg.
2. See-saw, shave, fussy, fig, Davey, dash, thud, fatty, death.
3. Veta, tooth, thick, five, bath, tooth, cash, gush, fetch.
4. Dodge, chub, judge, pipe, gap, beauty, duty, tissue, bush.

LESSON II.

Consonant Strokes.

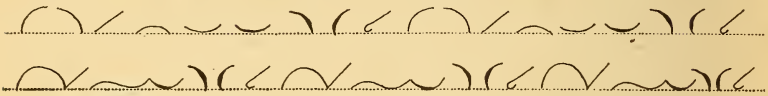
5. Second Group:

Letter:	l	r	r	m	n	ng	w	y	h
Sign:									
Name:	Lay	Ar	Ray	Em	En	Ing	Way	Yay	Hay

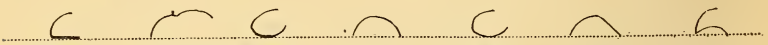
Write *Lay, Ray* and *Hay* upward. Write *Way, Yay* and *Ing* with a slight pressure. *Way, Yay* and *Ar* are always written downward.

Exercise V.

Learn the above group by writing it many times, and read the strokes forward and backward or out of their regular order. Thus:



6. El, Lay.—When standing alone, the *stroke-l* is always written upward, but when joined to another stroke it may be written upward or downward for convenience in joining. When written downward it is called *El,* and when written upward it is *Lay.*



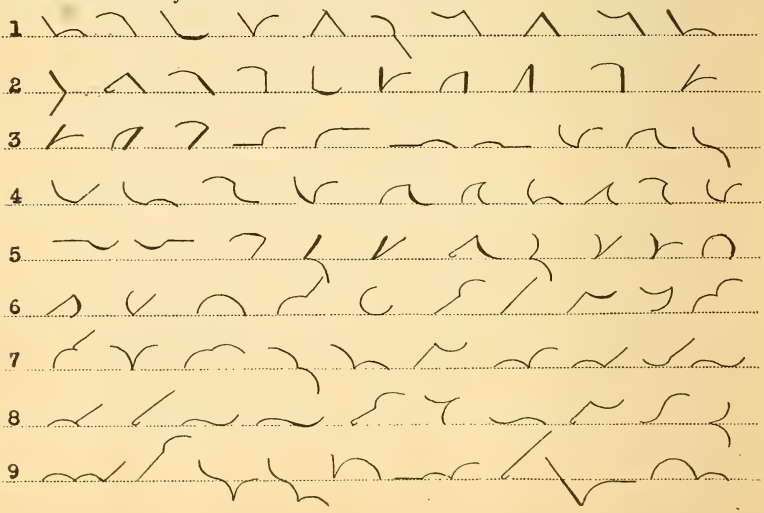
El-Gay Lay-Em El-Ing Lay-Ar El-En Lay-Pee El-Em

7. Ray, Chay.—*Ray* is always written upward, and *Chay* is always written downward, hence *Ray* is more slanting, naturally. When they are joined to other strokes, they are easily distinguished by their direction. Thus:

Chay Ray Lay-Chay Lay-Ray Kay-Chay Kay-Ray Em-Chay Em-Ray

Exercise VI.

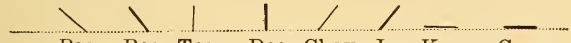
8. Read the following outlines by calling the name of each stroke as it occurs, then write them and call the name of each stroke as it is written. It will do no good to draw them without calling or thinking the name of the stroke. Note carefully how the strokes are joined:



Write the outlines for the following words:

1. Palm, map, ping, pale, rap, Europe, nap, robe, knob, beam.
2. Beach, hobby, mob, motto, tongue, dale, lady, road, meadow, chill.
3. Jail, lodge, image, cool, lake, came, make, folly, life, fur.
4. Ferry, fame, muff, valley, love, lath, theme, wrath, mouth, foul.
5. King, ink, match, jar, Jerry, heavy, sower, Assyria, zeal, lazy.
6. Rosy, theory, lower, Laura, Luna, rally, roar, ring, gnash, lull.
7. Lehew, early, lame, error, arm, rain, mail, merry, narrow, many.
8. Omaha, hurry, money, among, holy, kneel, name, honey, shell, shower.
9. Memory, rarely, fairly, farm, tailor, comely, horror, public, alarm.

9. The Complete Phonetic Alphabet:

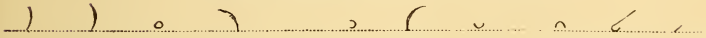


Pee Bee Tee Dee Chay Jay Kay Gay

Ef Vee Ith Thee Es Zee Ish Zhay

Lay Ar Ray Em En Ing Way Yay Hay

Brief Signs for s, z, w, y, h.



Es Zee Iss Way weh wuh Yah yeh yuh Hay hey H-dot. (h-tick)

The brief sign for *s* or *z* (circle-s) is called *Iss*. The brief sign for *Way* is *weh*, when open to the right, and suggests the sound in *we* or *with;* when open to the left it is *wuh*, and suggests the sounds in *what* or *would*. The brief sign for *Yay* is *yeh* when open upward, and suggests the sound in *yet;* when open downward it is *yuh* and suggests the sound in *you*. The *h-tick* is *heh* and suggests the sound in *he*.

LESSON III.

Vowels.

10. The vowel sounds are *a, e, i, o, u* (each of which represents more than one sound). These vowel sounds are represented by dots and dashes. Outlines for words are vocalized by writing the vowel signs at the side of the stroke. Long vowels are represented by heavy dots or dashes, and short vowels by light ones.

They are written at the side of the stroke. At the beginning

they are *first-place* vowels; at the middle, *second-place;* and at the end, *third-place* vowels. For convenience, a stroke is used to show the position of the vowels in the following illustration. Thus:

First-Place Vowels.

Vowels.	*Sounds.*	*Signs.*	
E	(ē)		eat, and as heard in tree, tea.
I	(ĭ)		it, " " " " in, tick.
aw	(a)		ought, " " " " all, law.
O	(ŏ)		odd, " " " " Rob, chop.

These sounds may be more easily fixed in the mind by the use of the following sentences, as they contain the vowel sounds given above. These vowels are written at the beginning of the strokes:

Eat it all, Rob.

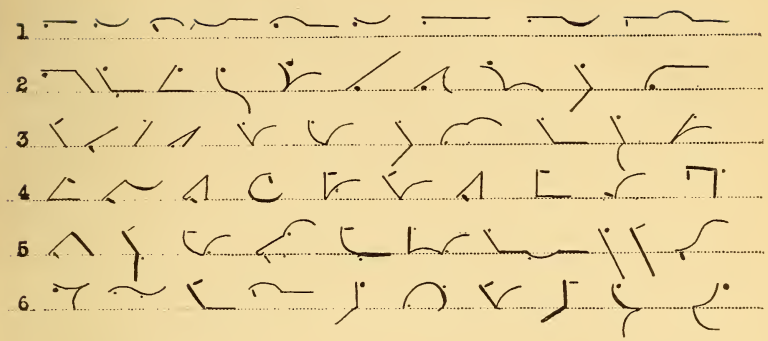
Keep it all locked.

11. Directions.—Notice that when the vowel sign is placed before the stroke the vowel precedes the consonant in spelling the word; and when the vowel sign is placed after the stroke, the vowel sound follows the consonant in spelling the word.

12. Position of Words.—Words containing *first-place* vowels, and composed entirely of horizontal strokes are written in the *first-position* (that is, the height of Tee above the line); but words having perpendicular or slanting strokes, are written in the *second-position* (that is, on the line).

Exercise VII.

13. Learn the use of the *first-place* vowels and the *positions,* by reading and copying each line in the following exercise not less than five times. e=ea, ie, as in veal, thief; a=ou, aw, au, as in bought, shawl, gauze.



Write the following words and insert the vowels:

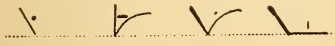
1. Key, knee, maw, knock, meek, knee, kick, king, comic.
2. Keep, peak, cheek, fear, zeal, rear, wreath, ream, peach, leak.
3. Paw, raw, itch, rich, pill, fill, pitch, limb, pick, pith, chill.
4. Chalk, wrong, haughty, long, tall, Paul, wrought, talk, all, gawdy.
5. Rob, body, folly, holly, foggy, dimly, picnic, peep, bob, shawl.
6. Kneel, Minnie, balk, mock, teach, Lizzie, ball, dodge, veal, sheaf.

Second-Place Vowels.

14. The second-place vowels are written midway the stroke.

Vowels.	*Sounds.*	*Signs.*	
A	(ā)		ate, and as heard in day, ache.
O	(ō)		ode, " " " " so, gold.
E	(ĕ)		ebb, " " " " met, set.
U	(ŭ)		up, " " " " tub, hub.

These sounds may be more easily fixed in the mind by the following words and sentence. Notice that the long or heavy *second-place* vowels are written after the *first stroke,* when they come between two strokes. The short or light *second-place* vowels are written before the *second stroke,* when they come between two strokes:



Pay, toll, bell, buck.

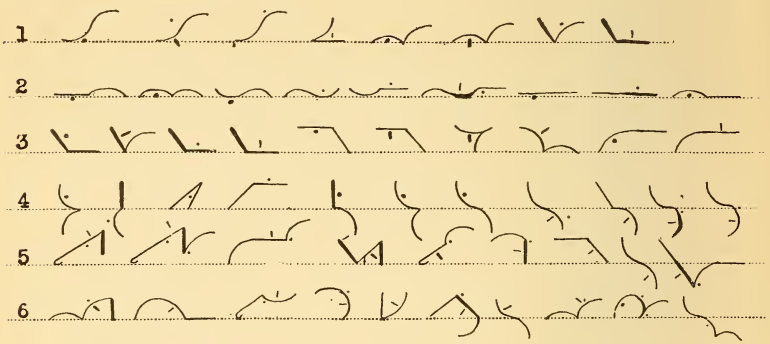
Jake Dole get up.

15. Position of Words.—Words composed entirely of horizontal strokes, having *second-place* vowels, are written in the *second-position* (on the line). Words containing perpendicular or slanting strokes should be written so that the first descending stroke rests on the line. Strokes made upward in the *second-position* should begin at the line.

Exercise VIII.

16. Learn the use of the *second-place* vowels and the *position* by reading and writing repeatedly the following:

a=*ai*, *ei*, as in *air*, *heir*, *skein*, *sleigh*, and *ey* in *prey*. *o*=*eau*, *ou*, *ough*, *ow*, as in *beau*, *four*, *dough*, *bowl*. *e*=*i*, as in *sir*, *bird*. *u*=*ea*, as in *learn*, *earnest*.



Exercise IX.

Write the following words and insert the vowels:

1. Shale, shoal, shell, shuck, male, mole, bell, bug.
2. Came, maim, name, many, neck, monkey, cake, keg, make.
3. Bake, bowl, beck, buck, cape, cope, knoll, roam, lake, luck.
4. Fail, death, wretch, wreck, dare, faith, fair, fir, purr, fuzzy, fussy.
5. Hurried, hurriedly, luckily, borrowed, holy, muddy, cup, fur, public.
6. Melody, lurk, honey, mussy, tush, rubbish, four, mull, lazily, firm.

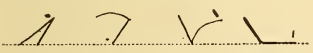
LESSON IV.

Third-Place Vowels.

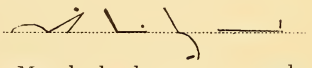
17. The Signs:

Ah	(ă)		bah, and as heard in arm, art, heart.
A	(ă)		at, " " " " tack, back, cat.
U	(ŏŏ) (u)		ooze, " " " " sure, shoe, poor.
Oo	(ōō) (u)		oot, " " " " foot, pull, book, put.

These vowels are written at the end of the strokes, either before or after, as the case may be. The following may help to fix them in the mind. They are written in the *second-position*:



Arch, match, pool, book.

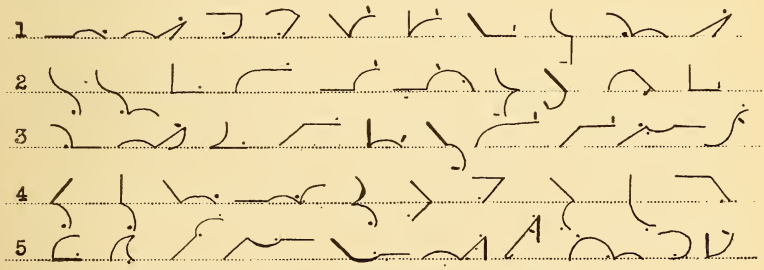


March, back, poor, cook.

NOTE.—All third-place vowels that come between two strokes are written before the second stroke.

Exercise X.

18. Learn the use of the *third-place* vowels and the *position* by reading and writing the following repeatedly:



Write the following words and insert the vowels:

1. Calm, march, cash, match, pool, tool, book, foot, arm, arch.
2. Far, farm, tack, lack, cool, cooler, full, bush, loop, took.
3. Ark, marsh, shack, rack, doom, boor, look, rook, arnica, shallow.
4. Jar, tar, palm, calmly, Czar, patch, catch, path, taffy, cap.
5. Lag, lath, rally, rank, bank, married, harrowed, alarm, mash douche.
6. Push, pull, booth, tour, tomb, coop, book, bush, shook, Canada.

Diphthongs.

19. A diphthong is the union of two simple vowel sounds in one syllable.

The Signs:

I (ī, āi) tie, and as heard in ice, my, aisle.

Oi (ōi, oy) toy, " " " " oil, loyal, boy.

Ow (ou, ow) bough, " " " " out, cow, town.

U (ū, ew) Jew, " " " " view, sue, rule.

20. Directions.—The sign for *i* should always point downward and be written in the *first-place* (at the beginning). The sign for *oi* should always point upward and be written in *first-place.* The signs for *ou* and *u* are always written in *third-place;* the sign for *ou* pointing upward and the sign for *u* pointing to the left. Thus:

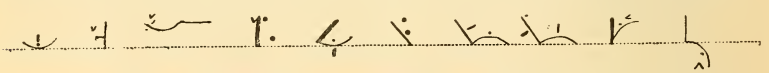
buy boy bough chew lie oil row rule

21. These signs may be joined to the stroke when convenient. Thus:

eyes oil bough cue icy oily Ida Isaac

22. Consecutive Vowels.—When a word begins with two vowel sounds with separate signs, write both signs but place the second nearest the stroke. See *Iota.* When a word ends with two separate vowel sounds, write the first nearest the stroke. See *idea.*

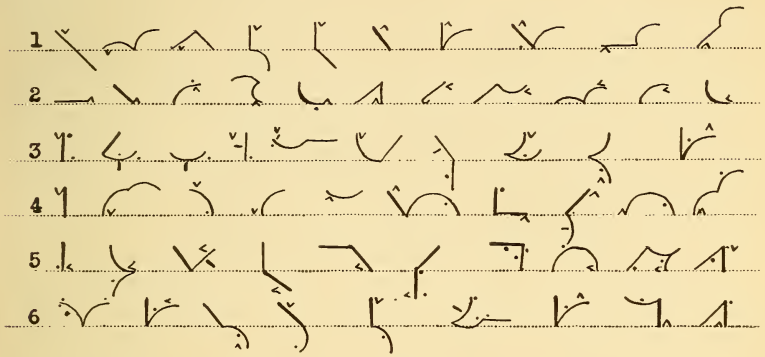
When two separate vowel sounds come between two strokes, write one to each stroke, if convenient, as in poem, opium; if not convenient, write both to one stroke, as in *duel, tower.* Thus:



Owen, iota, ionic, idea, Genoa, payee, poem, opium, duel, tower.

Exercise XI.

23. Learn the use of the diphthongs by reading and writing repeatedly the following:



Write the following words and insert the vowels:

1. Pipe, mile, ripe, tire, type, boy, toil, boil, coil, royal.
2. Cow, bough, allow, mouth, avow, rout, hew, renew, mule, lieu, view.
3. Idea, Genoa, Noah, iota, ionic, fiery, opiate, Cheyenne, shower, towel.
4. Eyed, lime, awry, aisle, annoy, boiler, decoy, joyous, oiler, loyal.
5. Adieu, fuel, bureau, tube, cube, Judea, gaiety, allure, renewal, radii.
6. Aerial, dual, power, bias, byer, oceanic, dowel, endow, rowdy.

Sentence Writing.

24. **Omit Vowels.**—There is a vast difference between writing lists of words and writing sentences, where the meaning (the context) assists so much in determining the word intended. Words standing alone must be written in full, vowels and all, in order to be certain; while in sentences it is perfectly safe to omit the vowels in most cases, and depend upon the outline and the *accented vowel* indicated by the *position*. Usually when a vowel begins a word it is well to indicate the vowel, but even this is not necessary after sufficient experience in writing.

The different positions (first, second and third) represent vowel sounds, but the only or accented vowel in a word determines the position, and the sense of the sentence (the context) determines which sound the outline takes. Omitting the vowels, except in unusual and infrequent words, is a great saving of time

and adds much to the increase of speed in writing. The more experience one has, the less it will be necessary to insert the vowels.

25. Context.—The context in a sentence is the light or meaning thrown on a word by the words that go before and after it. In the sentence: "We will shp the books by freight," it would be absurd to read shp for sheep or shop. However, there are cases where the context does not show so plainly what the word is, so whenever the word is unusual or infrequent a vowel may be inserted. It is frequently necessary to indicate an initial vowel.

Vowel and Diphthong Word-Signs.

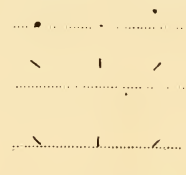
26. Perhaps two hundred common, frequent, recurring words make up eighty per cent of the business vocabulary. Some of these words occur in every sentence, spoken or written. Such words are represented by a simple stroke or sign, to facilitate speed in writing. These are called word-signs, and when they become as familiar as the figures 1, 2, 3, 4, 5, and can be written without any more thought or hesitation, they become perfectly legible and greatly increase the speed of writing.

Learn the following word-signs:

a
an, and
the

of
or
on

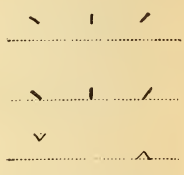
to
but
should



all
already
ought

too, two
owe
who-m

I, eye, high
how



NOTE.—On and should are usually written downward when standing alone, but when they are joined to other words, it is usually more convenient to write them upward.

27. The sign for *I* or *high* may be joined to another stroke to form a word. Use only the first stroke of the sign for *I* in joining to *Lay*.

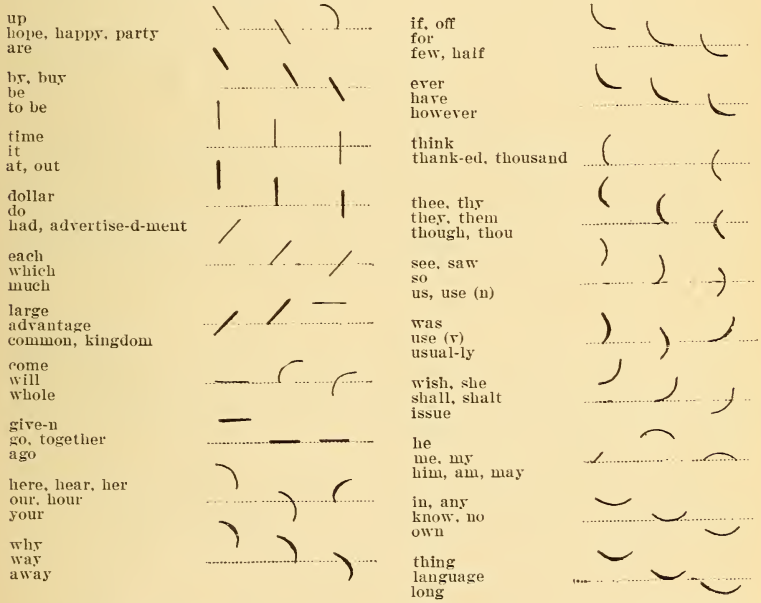
eyes, eyed, eying, height, higher, highly.

Consonant Stroke Word-Signs.

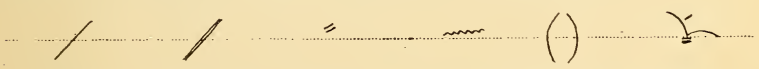
28. The consonant strokes are also used to represent some of the common, frequent, recurring words. They are written in three positions (first, second, third) as indicated in the following

list of word-signs. They are distinguished by the position. In most cases the stroke and the vowel indicated by the position suggest the word, but these word-signs should be learned so well that they become as familiar as the longhand alphabet or the figures 1, 2, 3, 4, 5, 6.

29. Position.—These word-signs usually take the position of the only or accented vowel, but to avoid confusion it has been found practical to write some of them out of the position denoted by the only or accented vowel. On account of some words being represented by the same stroke and in the same position, it would seem that they would be confusing, and if standing alone without the assistance of the meaning of the sentence, they would be, but in all such cases the context is sufficient to determine the word intended in the following list:



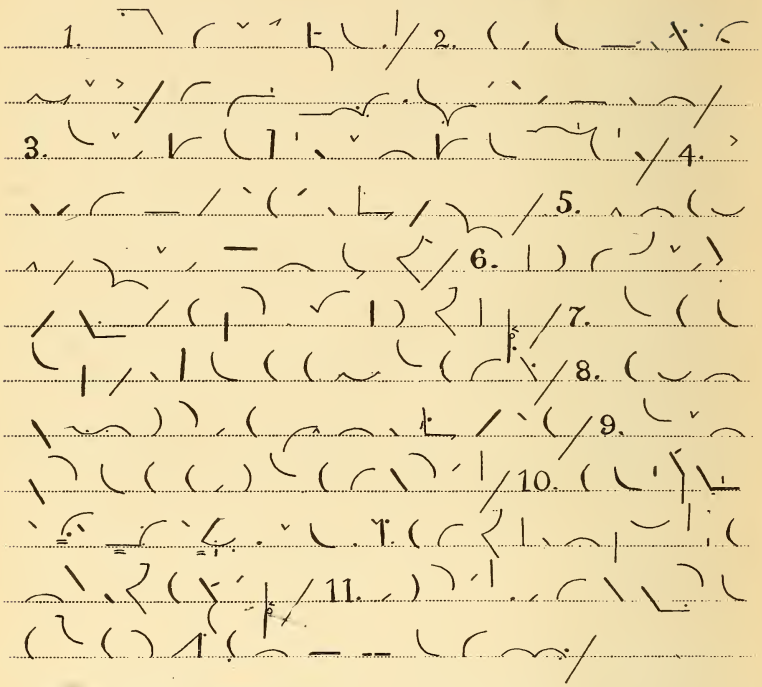
30. Punctuation.—With the exception of the following marks the ordinary signs of punctuation are used:



period, paragraph, hyphen, dash, parenthesis, (Rome) proper name.

Exercise XII.

31. *Read and write the following sentences:*



NOTE.—For the phrases such as on-the, should-know-the, of-the, a-day, a-month, take-the, for-the, buy-the, I-will, and-ship, should-know, an-enemy, and-if, in the above plate see the principle on pages 23, 24 and 25. This exercise is given here to fix the word-signs in the mind, and should be written several times. Accuracy is first, but try to write this 219 words in four minutes, and read it back.

1. Keep your eye on-the the door for a time. 2. They who have come to obey the law should-know-the eye of-the judge will[25] look calmly and fairly on all who come to him. 3. If I should delay for a-day or two, I may delay for a-month[50] or two. 4. Of-the two who will come which of them ought to take-the large room? 5. How may they know how much room I[75] should give him for-the shop? 6. It was your wish I should buy-the large book which they had here, and I-will do so[100] and-ship it Tuesday. 7. If they have ever had much to do for them, they should-know if they will pay. 8. They know him to[125] be an-enemy, so why should they allow him to take-the advantage of them? 9. If I am to be here for them, they should[150] say if they will be here on time. 10. They have already bought a buggy of Leo Kelly of Genoa, and I have an idea they[175] will ship it to him at any time, but they may buy two and-ship them both on Tuesday. 11. He was here on time and[200] he will be back here for them, and-if they are ready they may go together for your Mamma. (219 words)

32. *Write the following sentences:*

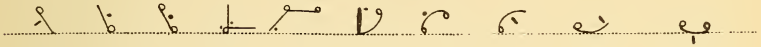
1. They think they are ready for him if he will go. 2. Your coach may come up for him if it will be here at four.[25] 3. If they wish many they may have them at any time. 4. They think it will make no delay if they engage Bob for us both[50] Monday. 5. He will show them here for us Monday in time for him to-be home early. 6. If they ever have had any large advantage[75] they will each have much which they may use. 7. If they ever give him any hope he may take advantage of them, however your lodge will[100] know how it will be. 8. If they will locate here, they may use my coach, for it will be ready at any time. 9. If they[125] will come up for it, they may have my opaque shade. (136 words)

NOTE.—The above are counted off in sections of 25 words each.
For 50 words a minute read 25 words in 30 seconds.
For 60 words a minute read 25 words in 25 seconds.
For 75 words a minute read 25 words in 20 seconds.
For 100 words a minute read 25 words in 15 seconds.
For 125 words a minute read 25 words in 12 seconds.
For 150 words a minute read 25 words in 10 seconds.

LESSON V.

Circles and Loops.

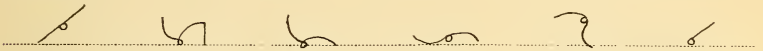
33. On account of the frequent use of *s* and *z*, and the convenience in writing a circle instead of the stroke, the small circle is used for *s* or *z* at the beginning or end of a stroke, and it is used between strokes. When the *circle-s* is at the beginning of a stroke, it is read before everything else, and when it is at the end, it is read after everything else. Thus:



soap pace space task risks dishes sales slow soon snows

NOTE.—Observe that between straight strokes forming an angle, the circle is joined on the outside of the angle, as in *task*, *risks*, and that the vowel following the first stroke comes before the final circle.

34. The circle is usually written in the opposite direction from the movement of the hands of a clock, but the following are a few exceptions:

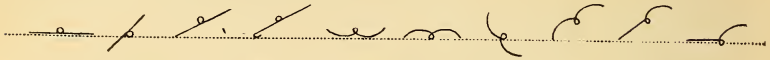


Rays-Hay, Efs-Lay-Tee, Efs-Em, Ens-Em, Ems-Ith, Iss-Hay (sh)

NOTE.—Observe that the hook on *Hay* may be closed forming a circle representing both the hook and the circle.

35. Between straight strokes in the same direction, the *circle-s* is joined by a movement contrary to the hands of a clock. Between curves, it is joined on the inside of the first curve, with the

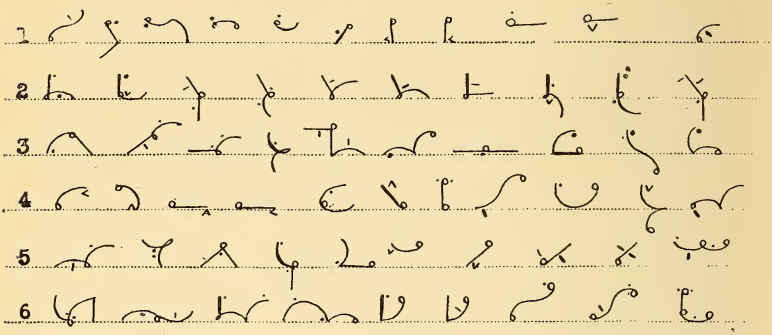
exceptions given above. Between a straight stroke and a curve, it is written inside of the curve. Thus:



Kays- Chays- Rays- Hays- Ens- Ems- Efs- Lays- Rays- Kays-
Kay, Chay, Ray, Ray, en, em, Ef, Lay, Lay, Lay.

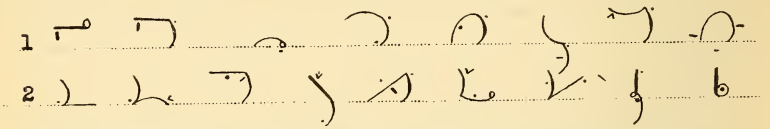
Exercise XIII.

Read and write the following:



1. Slush, speech, sneer, seems, sing, sage, suit, stew, sick, sky, slow.
2. Dismay, design, upset, passeth, puzzle, bosom, dusk, desire, deceive, opposite.
3. Lisp, rustle, castle, vessel, custom, meals, cask, leagues, fears, themes.
4. Slew, sour, skow, skew, lesson, boys, cities, shawls, fishes, files, small.
5. Muscle, nasal, rasp, visit, asks, nice, rice, sorrow, Soho, innocence.
6. Facility, mason, dismal, alarms, dishes, tushes, slashes, socials, citizens.

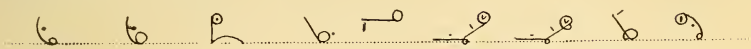
36. Use the stroke for *s* or *z* when it is necessary to vocalize the *s* or *z* sound. Thus:



1. Gauze, gauzy, mass, massy, lazy, fussy, noisy, also.
2. Ask, assume, chaos, bias, rosy, science, Ezra, decease, disease.

37. A large circle doubles the *s-sound*, for *ses, sez, zes, zez*, and is joined the same as the *circle-s*. It may be vocalized when necessary, by writing the vowel inside, but the short sound of *e* is understood if no vowel is written inside, except that it is usually

safe to depend on the context. Another *s* may be joined after the large circle. Thus:



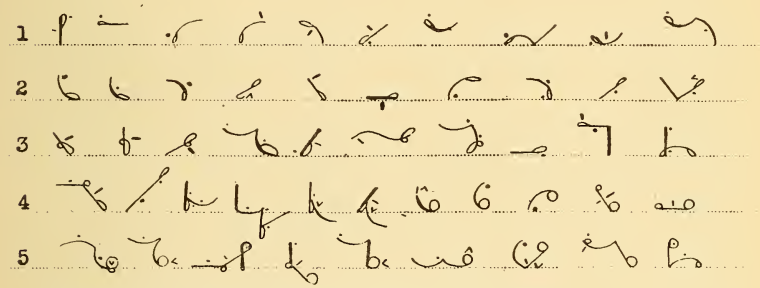
face, faces, system, passes, causes, exer- cise, exer- cises, pos- sesses, saucers

38. A small loop is *st* and is called the *steh-loop*. A large loop is *str* and is called the *ster-loop*. Like the circle, these loops at the beginning are read before everything else, and at the end they are read after everything else pertaining to the stroke to which they are joined. They are seldom used between strokes. Another *s* may be joined after the loop. Thus:

steep, stout, gazed, post, posts, poster, pos- ters, master, testify.

Exercise XIV.

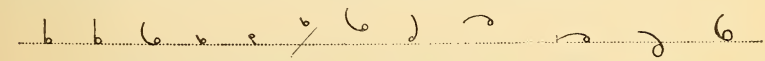
39. *Read and write the following:*



Write the following words and insert the vowels:

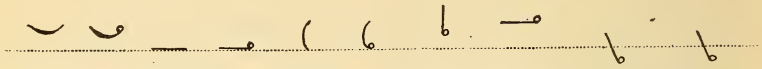
1. Study, stick, steel, stool, store, story, sting, steamer, stony, stinger.
2. Feast, vest, waste, hoist, paused, ghost, least, arrest, rest, purest.
3. Posters, toasters, roasters, investor, adjuster, monsters, ancestors, castor, stockade, dismissed.
4. Exposed, rarest, destiny, dentistry, testify, justify, voices, thesis, leases, supposes, success.
5. Emphasizes, enthuses, exercised, dispossess, induces, announces, theorizes, synopsis, systems.

40. *Circle-s* may be used to add the words *"as, has, is, his, us"* to other words. To pronouns it adds the word *self,* and the large circle adds the word *selves* to pronouns. Thus:



it is, it has, for us, to us, as to, of us, if his, so as, myself, himself, ourselves, themselves.

41. The *circle-s* is added to word-signs to form the plural of nouns, and to form the third-person singular of verbs in the present tense. Thus:



thing, things come, comes, think, thinks, times, kingdoms, hopes, parties.

42. Word-Signs and Phrases:

subject
subjected
several

its, it is
itself
things

these
this
those, thus

influence
influences
influenced

United States
next
yours truly

possible-ity
possibilities
business

satisfy-ed-tory
mistake
office

offices
suggest
purpose

times
become
becomes

because, kingdoms
comes
is to be

largest
longest
unhappiness

is, his
as, has
first

is as
as is-his
as has

has his-as
myself
himself

herself
ours, ourself
ourselves

yourself
yourselves
this is (themselves)

thinks
thanks, thousands
he

he is
he has
whose

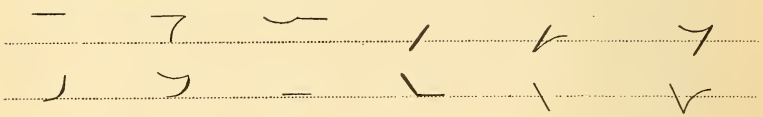
who is-has
these are
at his

as soon as
as many as
as well as

as soon as possible
of these
on this

must be
last month
next time

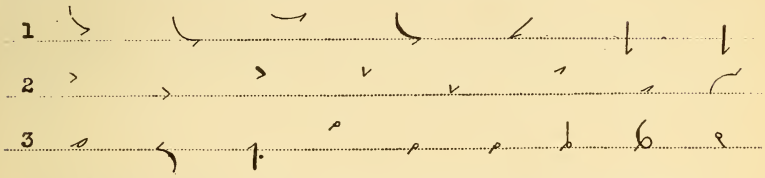
43. A stroke may be added to a word-sign to form another word. Thus:



1. Common, commonly, uncommon, large, largely, enlarge.
2. Usual-ly, unusual-ly, come, become, happy, happily.

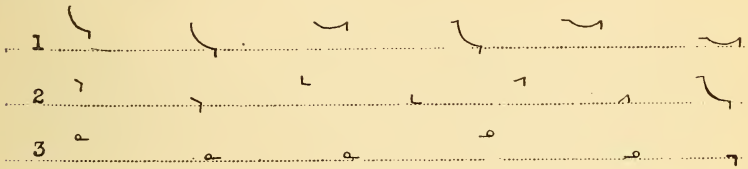
Ticks.

44. A slanting tick at the end of a word is *the.* It may be used at the beginning in a few words. Thus:



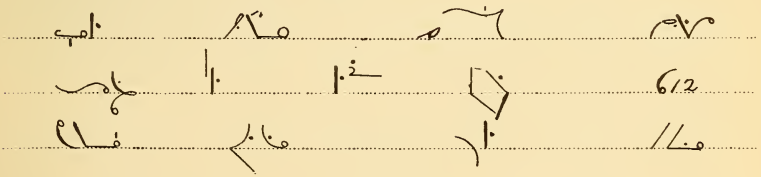
1. If the, for the, in the, have the, which the, at the, had the.
2. Of the, to the, all the, or the, but the, on the, should the, will the.
3. The first, the way, the day, is the, has the, as the, it is the, this is the, as to.

45. A horizontal or vertical tick, at the beginning or end of a word, is *a, an,* or *and.* Thus:



1. If a, for a-n, in a-n, and for a-n, and in a-n, and know a-n.
2. Of a-n, to a-n, or a-n, but a-n, on a-n, should a-n, and have a-n.
3. Is a-n, has a-n, as a-n, and h-is, and h-as, and a-n.

46. **Proximity.**—*"Of the"* and *"of"* may be omitted between words, but expressed by writing the preceding and following word near to each other. Thus:



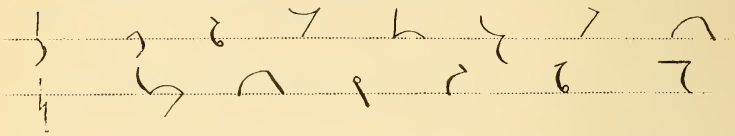
close of the day, rest of the boxes, the first of the month, last of the bales, names of the vessels, time of the day, day of the week, top of the page, yours of the 12th, several of the books, shape of the face, hour of the day, which of the checks.

47. Familiar words may be written out of position, under the line of writing to express the word "to" preceding the word so

written, as *to pay, to do, to make.* The phrase *"to be"* is written through the line. Thus:

be, to be, is to be, to pay, to do, to move, to make.

48. Two word-signs may be joined to form a phrase. Thus:

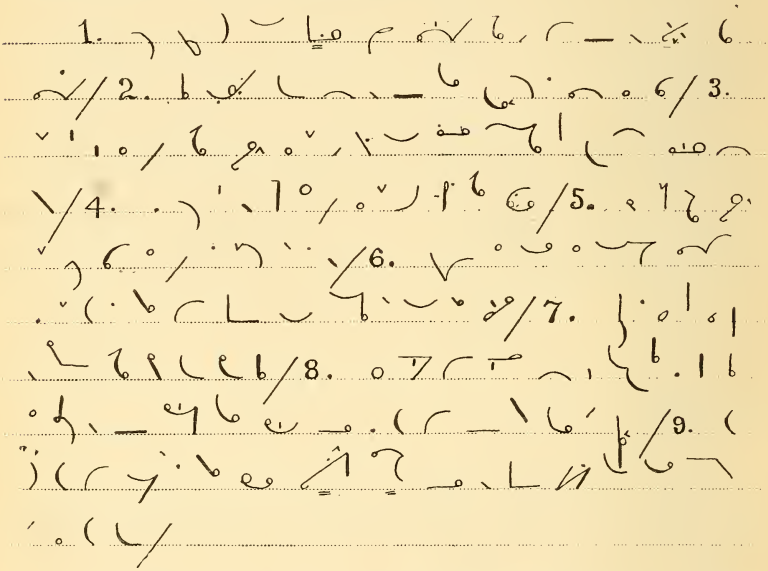


1. It was, he was, of those, in which, it may, for they, of which, will be.

2. At the time, have much, will be, is to be, all your, on this, give them.

Exercise XV.

Read and write the following sentences:



1. Our pastor was in Texas last summer and thinks he will go to Ohio this summer. 2. It is necessary for him to go if[25] his views are the same as yours. 3. I already owe as much on this house as I

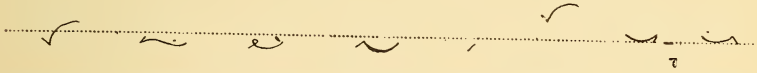
should pay in six months' time, however my[50] success may be. 4. An hour or two a-day is-as much as I shall study on-these lessons. 5. As to the height of those[75] houses I should-say yours is much the higher of the two. 6. Happily his influence is uncommonly small and I think the boys will take[100] no notice of any of-his stories. 7. It-was the first time he-has had to speak on-this subject for several days. 8. As-his[125] coach will cost him but five dollars a day it-is his desire to go Sunday if-his son comes, and they will come by for-[150] us on Tuesday. 9. They say they will enlarge the business as soon as Howard Smith comes to take charge, if things keep on as they[175] have.

(176 words)

49. Either stroke of the sign for *I* may be used at the beginning of a word for *I*. Advanced writers also express *I* by a vertical or horizontal tick, as in the last three examples following:

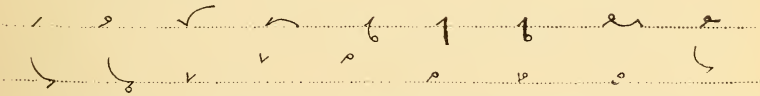
I am, I will, I do, I had, I think, I wish, I shall, if I said, so I am, I.

50. How.—*How* is expressed by a slanting tick written upward or downward below the line. Advanced writers use a single slanting tick below the line for *how*. The words *highly, new, now,* are contractions and may be regarded as *word-signs*. Thus:



how will, how many, how soon, how long, how, highly, new, now.

51. H-Tick.—The short tick for *h* is written downward when standing alone, but when joined to other strokes it may be written upward or downward, and may be used for *he* at the beginning or end of a phrase. Thus:

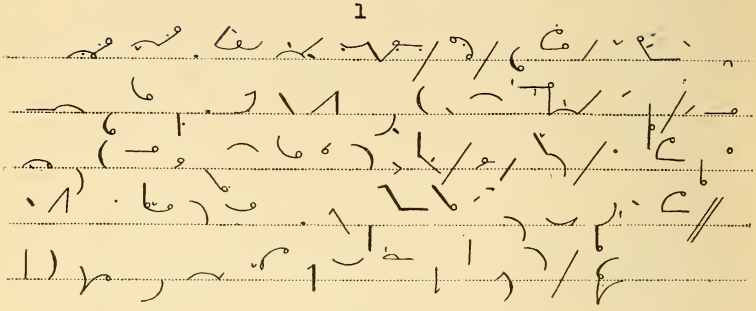


1. He, he is or he has, he will, he may, he thinks, he had, he had his, he is now, he has a *or* he is a.

2. For he, for he is-has, but he-the, or he-the, is he-the, as he-the, but he is-has, as he is, if he.

Business Letters.

1



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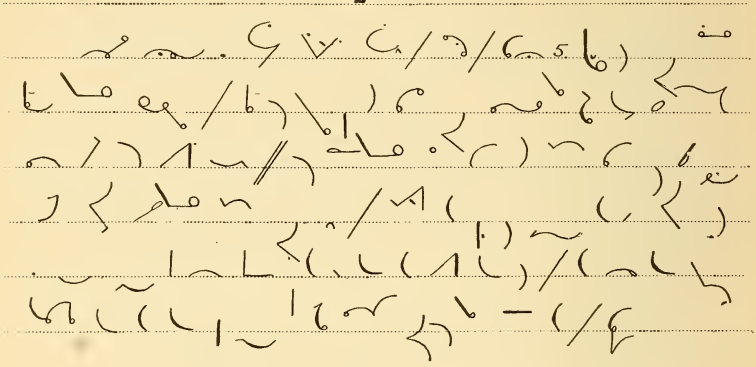

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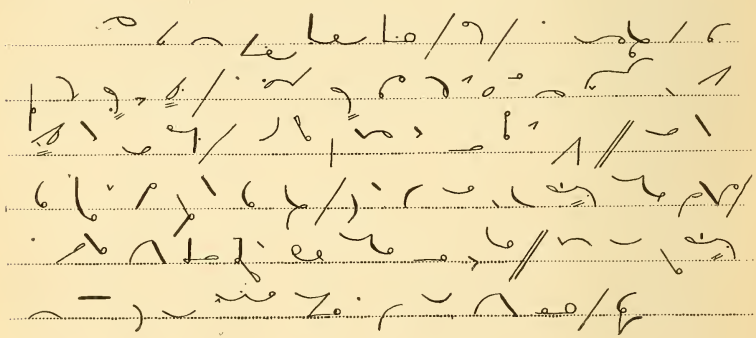


1.

Messrs. Myers & Johnson,
Omaha, Neb.

Sirs:

Those silks which I spoke of to you came to this office today, and I shall be ready to show them to my customer[25] on Tuesday. He comes himself to see them because he has to pass my office on his way to the depot. He is a large[50] buyer. The silk itself is all right. The designs are nice, and I hope to do a big business on our new shades of silk.[75]

It was useless to show him the styles I had in stock at the time he was here. Yours truly, (95 words)

2.

Messrs. Mason & Lynch,
Peoria, Ill.

Sirs:

Yours of May 5th advises us to ship six dozen boxes as soon as possible. It is our purpose to do so, as well[25] as to ship as many as possible of those for the first of the month, some of which are ready now.

Our stock of boxes[50] is low, so I am slow to say just how soon I shall ship the rest of the boxes I am to ship to you.[75] I wrote them today to say how many they should ship us and to know how long it may take them to have them ready[100] for us. They must have poor facilities, for they have had a long time on this small share of our business given them. Yours truly,[125] (125 words)

3.

Mr. H. M. Jackson,
Denison, Tex.

Sir:

The names of the vessels which sail Tuesday are the Star and the Chester. The steamer Star sails west on the first and is[25] most likely to reach Rochester by the next Sunday. She stops at almost all the coast cities on the route.

Influenced by this advice I[50] suggest passage by this vessel. Use all your influence to have Stoner invoice the last of the bales. The rest of the business will be[75] discussed and disposed of as soon as the invoice comes to the office.

I am in hopes Stoner may give us no annoyance, in which[100] case the whole thing will be a success. Yours truly, (110 words)

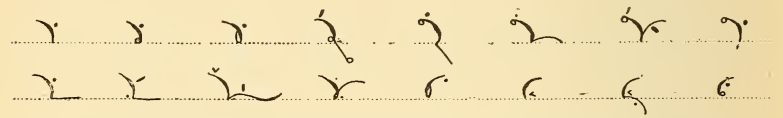
LESSON VI.

Brief W and Y.

52. As shown in Lesson II, paragraph 9, there are different ways of expressing *w* and *y*. For convenience, and therefore for greater speed in writing, the brief *Way* called *weh* and *wuh*, and the brief *Yay* called *yeh* and *yuh* are used. Thus:

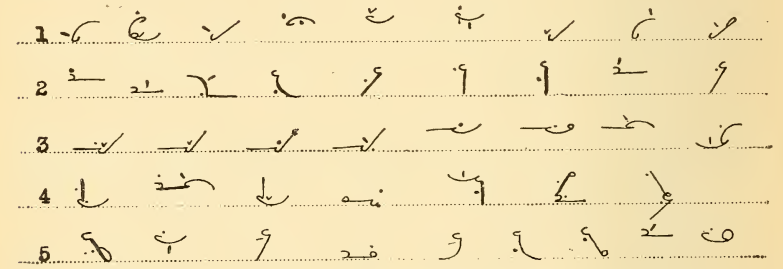
NOTE.—Observe that *weh* opens to the right and *wuh* opens to the left; also that *yeh* opens upward and *yuh* opens downward.

53. Way and Yay-Strokes.—Use the stroke for *Way* or *Yay* when it is necessary to vocalize the *w* or *y* sound in a word. Thus:



1. Weigh, weighs, waste, wasps, sweep, swim, swallow, sway.
2. Awake, awoke, Wyoming, Wesley, yeast, yew, ewer, yeas.

54. Brief Way.—At the beginning of a word and when convenient between strokes, brief *Way* is joined as a hook to *Lay, El, Ray, Em* or *En*. It is joined with an angle to all other strokes. Thus:

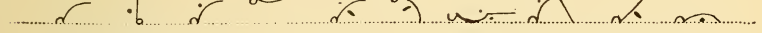


1. Wall, Wilson, war, we may, wine, we know, wire, wool, worst.
2. Week, woke, awoke, wave, wedge, wit, weighed, walk, witch.
3. Acquire, quire, queer, quarry, queen, quince, qualm, unwell.
4. Edwin, wigwam, twine, square, unweighed, Sedgwick, Ipswich.
5. Webster, winnow, watch, wax, wash, waif, weeps, weak, winces.

55. The *circle-s* may be written inside of the brief *Way*. Thus:

Switch, Swedish, sweet, suave, sweat, suavity, Swede.

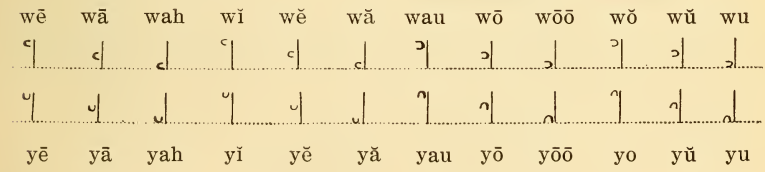
56. Brief Yay.—When a word begins with *y* followed by a consonant (except final s or z), it is joined to the stroke with an angle, and may be opened upward or downward whichever is more convenient. Thus:



yell, Yates, Yale, yawn, yellow, yore, Yankee, yelp, yarrow, you may.

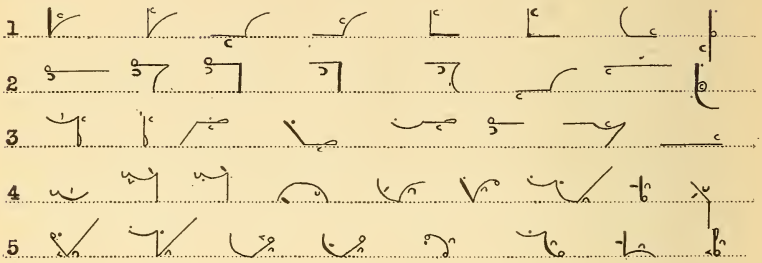
57. Positions and Directions.—When used as vowels or with vowels. The following table shows the position of brief *Way* and *Yay* to the stroke when combined with the vowels. They are written in the vowel places. The sign *weh* is open to the right, and is used with the dot vowels and includes the vowel with its sound. The sign *wuh* is open to the left, and is used with the dash vowels. The sign *yeh* is open upward and is used with the dot vowels. The sign *yuh* is open downward and is used with the dash vowels. Notice they are made heavy or light according as the vowel is long or short.

Dot Vowels. *Dash Vowels.*



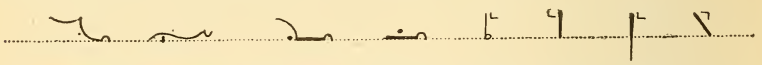
58. Combined with Vowels.—Brief *Way* and *Yay* may be used between strokes to express the *w* or *y* sound combined with the vowel, when the brief sign cannot be joined to properly express the sound. In such cases, the sign is written in place of the vowel, thus combining the *w* and *y* sound with the vowel indicated by the position to the stroke. The vowel so indicated follows the *w* or *y* sound. The signs *weh* and *yeh* are used with the

dot vowels, and the signs *wuh* and *yuh* are used with the dash vowels.



1. Dwell, twill, quail, quell, twig, tweak, thwack, dissuade.
2. Squawk, squall, squad, quod, quoth, quill, quick, dissuasive.
3. Untwist, twist, request, bequest, inquest, squaw, quench, quack.
4. Young, unite, unity, lawyer, folio, bilious, inferior, odious, opiate.
5. Superior, inferior, furious, various, serious, envious, odium, studious.

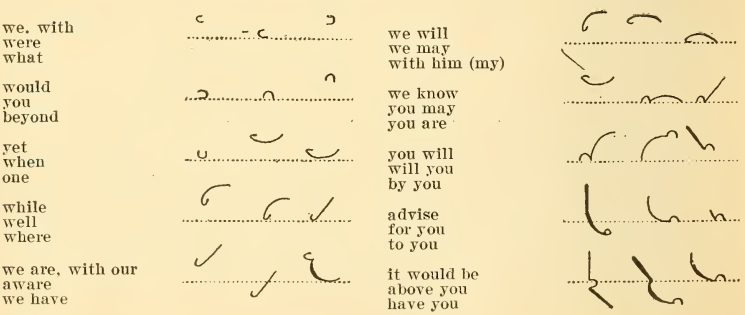
59. The *w* and *I* (the diphthong *I* or *oi*) may be combined by widening the sign for *I* and *oi* to a right angle. It is allowable to join the brief *y* to the stroke at the end. Thus:



nephew ammonia argue ague twice wide dwight buoy

60. Word-Signs, Phrases and Contractions:

NOTE.—The word-sign for *you* and the word-signs for *we*, *would*, *with* and *were*, may be joined to other words in phrasing, as in *to you* and *it would be*, in the following list.



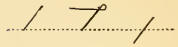
61. Contractions:

anything
something
nothing

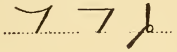
anxious
similar
any way

familiar-ity
never
November

change-d
exchange-d
charge-d

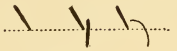


knowledge
acknowledge
disadvantage



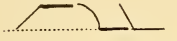
chargeable
unhappiness
postage

object
objected
objector

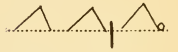


respect
with respect (to)
yours respectfully

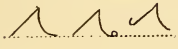
regular-ity
irregular-ity
peculiar-ity



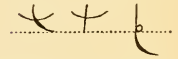
represent
represented
represents



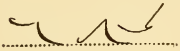
refer-ed-ence
refers-ences
with reference (to)



nevertheless
notwithstanding
whatsoever



whenever
wherever
anyhow

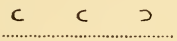


whensoever
wheresoever
whencesoever

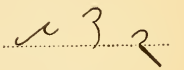
62. Enlarged Way and Yay Signs:

The brief *Way* may be enlarged to add a brief *Way-word-sign,* written in the usual direction. When it is turned in a slanting direction it adds *you.* The brief *Yay* may also be enlarged and written in the usual direction to add a brief *Way-word-sign.* Thus:

we were
with what
what would



where were you
what you say
would you be



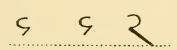
with you
were you
what you

you would be
what you know
you were the

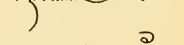
would you
you were
you would

you would see
you would know
we would suggest

we were the
with what he
what would be

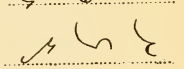


were with the
were with us
what would his



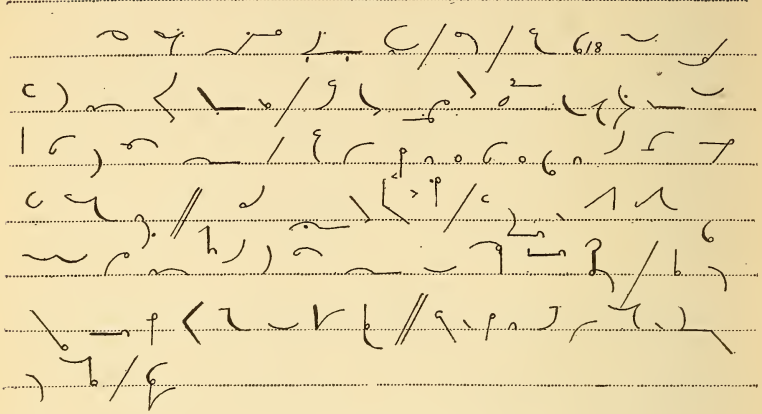
we would
we would be
we would do

where were the
if you would
if we were



Business Letters.

4



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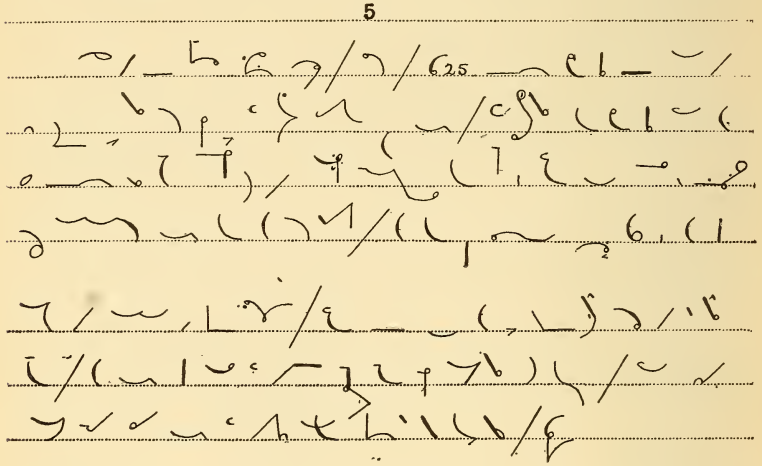
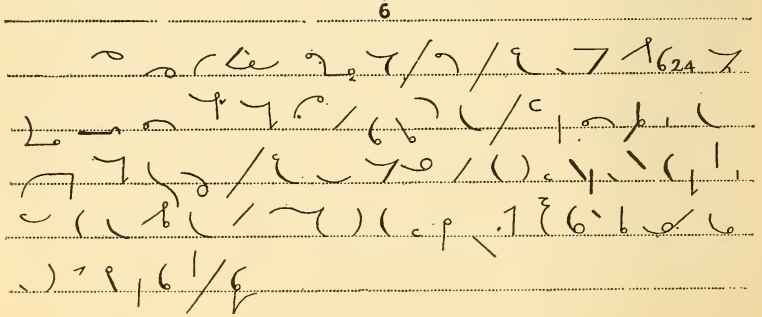


6



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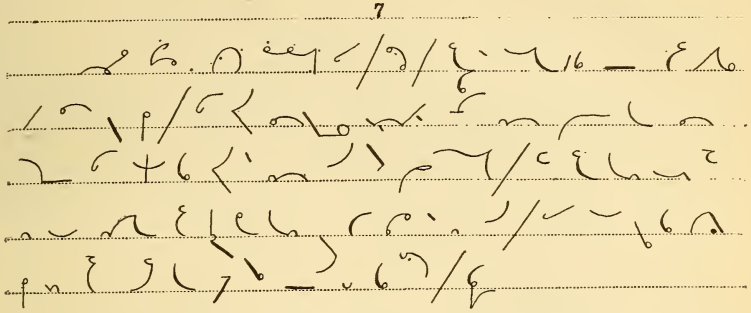

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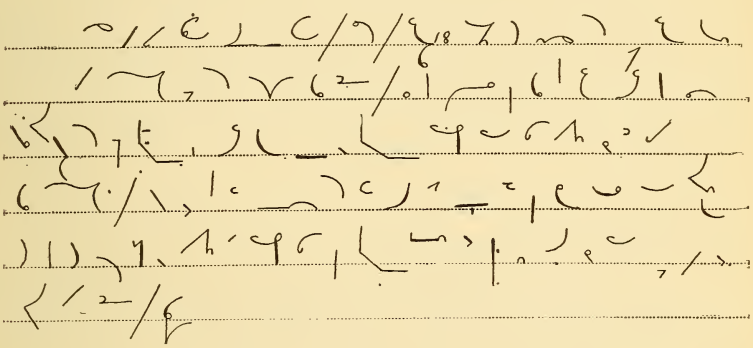


4.

Mr. Stanley Marks,
Chicago, Ill.

Sir:

We have yours of the 18th, and in answer we would say you may ship the buggy to us. We shall have the axles[25] by the first of the week, however should they fail to come in time, we will use a similar make which we think will suit[50] you as well as those you wish, and we will exchange with you whenever you say.

How do you wish us to make up the[75] top of the seat? We ask you to write with reference to this and anything else you may wish, so we may make no mistake,[100] and give you what you desire. It is our purpose to give you a satisfactory job and have no delay whatsoever.

We hope to satisfy[125] you, and shall allow nothing to escape our notice. Yours truly, (135 words)

5.

Mr. J. K. Thomas,
Salem, Mass.

Sir:

Yours of the 25th came several days ago, in which you ask how the boys are satisfied and how we feel with reference to[25] them now.

We were suspicious of the boys for several days when they first came to us, and they caused us much anxiety and unhappiness[50] for a time, but we have no cause to exercise ourselves in any way now, for they are all right. They have to do something[75] to amuse themselves, but they do nothing which any one should take seriously. We have come to know them and the peculiar boyish ways which[100] all boys have. They now do things with regularity and dispatch and have a satisfactory knowledge of the business so far.

We know you are[125] anxious and we are sorry now we wrote you, nevertheless it may all be for the best. Yours truly, (144 words)

6.

Mr. Moses L. Johnson,
Syracuse, N. Y.

Sir:

We have to acknowledge receipt of yours of the 24th, in which you ask us to give you some insight into the lease which[25] those parties here have. We were at some disadvantage, but have looked into the affair ourselves. We have no knowledge of the influences which they[50] say were objected to by them at the time, but we know they have receipts for each month, so they were satisfied to pay on[75] it, and we think this is all it is necessary for us to say on the subject at this time. Yours truly, (97 words)

7.

Messrs. Williams and Lacey,
Cincinnati, Ohio.

Sirs:

We have yours of November 16th together with your references which seem to be satisfactory. We will ship some of the book-cases tomorrow, and[25] while you may look for some irregularity we will, notwithstanding this, ship all you may wish by the last of the month.

With what we[50] have for you now and with what you know you will have, we think it would be safe for you to push your sales all[75] you wish. We are in hopes this will be satisfactory to you and we think we shall have a large business together yet this year.[100]

Yours truly, (102 words)

8.

Mr. J. H. Wilson,
Chicago, Ill.

Sir:

We have yours of the 18th, in which you say you must hear how much we have for you to ship each month, and[25] should hear early this week.

As it looks at this time, we think we shall do some business both here and at Topeka, but we[50] shall have to go to Topeka Wednesday when we will write you as to what we are to ship you this month.

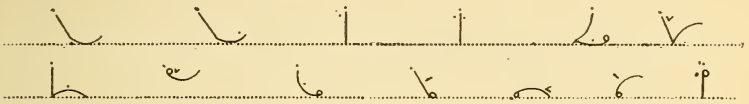
Up to the[75] time we came here, we were usually on the go, and we had several things in view, so it was our idea to write you[100] on Wednesday while at Topeka, and give you all the data you wish as to when and how much to ship each week.

Yours truly,[125] (125 words)

LESSON VII.

Prefixes and Affixes.

63. Con, Com, Accom.—A light dot at the beginning of a word is *con, com* or *cog,* and a heavy dot is *accom.* Thus:



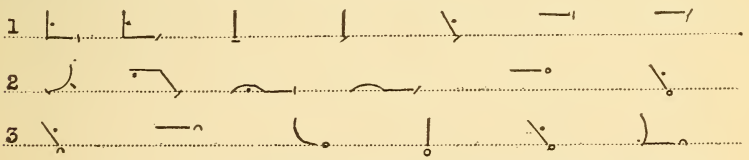
1. Company, accompany, commit, committee, conscience, compile.
2. Condemn, consign, confess, compose, consume, console, concede.

64. Ing, Ings, Ingly.—A light dot at the end of a word is *ing.* A heavy dot is *ings.* A heavy tick is *ingly.* Thus:

doing, doings, knowing, knowingly, lovingly, coming, making.

NOTE.—The dot for *ing* or *ings* should not be used in words like *ring, rings, kings,* as *ing* is not an affix in such words. The *ing-stroke* is mostly used where the joining is convenient.

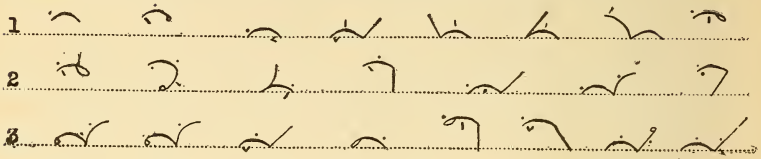
65. Ing-a, Ing-the.—A light vertical or horizontal tick at the end of a word is *ing-a, ing-an, ing-and.* A light slanting tick at the end of a word is *ing-the.* Thus:



1. Taking a, taking the, doing a, doing the, paying the, giving an, giving the.
2. Showing the, keeping the, making an, making the, giving us, paying us.
3. Paying you, giving you, having his, doing his, paying his, asking you.

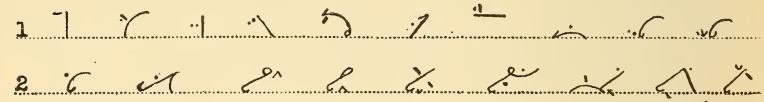
NOTE.—The sign for *you* may be written in place of the tick for *ing-you,* and the *circle-s* is written in place of the tick for *ing-his* or *ing-us.*

66. Mp, Mb.—The *stroke-Em* is written heavy for *mp* or *mb* representing the double consonant sound *Emp* or *Emb*. Thus:



1. Imp, emboss, imbue, umpire, pump, jump, romp, impost.
2. Imposter, ambitious, shampoo, embody, impair, impel, impeach.
3. Sample, simple, empire, stamp, steamboat, imbibe, empress, emperor.

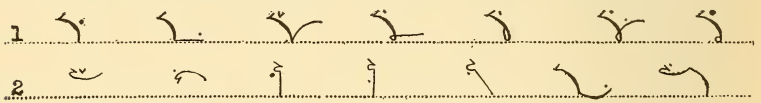
67. Aspirate-H.—There are four ways of expressing *h*: (1) by a light dot placed beside the dash or diphthong vowel, and before the dot vowels; (2) by a tick called the *h-tick;* (3) by writing the brief *Way-hook* heavy; (4) by using the *Hay-stroke*. Thus:



1. Hot, hole, head, heap, horse, hedge, hog, hem, wheel, while.
2. Whale, whirl, house, hoist, Ohio, hasten, Omaha, hobby, Yahoo.

NOTE.—In words where the dot or the shade would be used, advanced writers seldom if ever indicate *h*. It can be omitted with safety in all such cases.

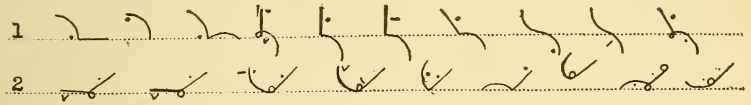
68. Hw.—In spelling words like *wheat, whim, whey* it is observed that the sound of *h* really comes before the *w* in pronouncing the word. The word *whack* is pronounced *hwack*. Therefore, the *h-tick* is written first in such words. Thus:



1. Whey, whack, awhile, whisk, whist, whistle, wheeze.
2. Whine, whim, wheat, whet, whip, whang, whiner.

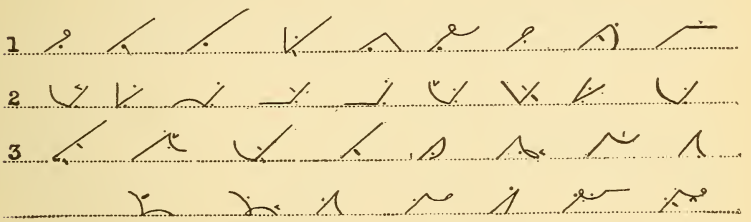
69. Ar, Ray.—In practice, the vowels are usually omitted. It is unnecessary to indicate the vowels except in unusual and infrequent words. When an outline begins with *Ar* we know the word begins with a vowel, and when an outline begins with *Ray* we know the word begins with *r*. There are a few exceptions on account of convenience in joining, but where the word is familiar, even then it is not necessary to indicate the vowel.

Use *Ar* when a vowel begins the word and when the last sound in the word is *r,* except when *Ray* is more convenient. Thus:



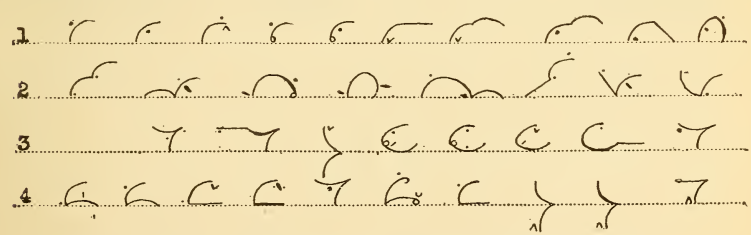
1. Ark, ear, arm, desire, dare, door, pair, far, fur, pacer.
2. Keiser, geyser, officer, vizor, thayer, mar, these are, Messrs., answer.

70. Use *Ray* when a word begins with *r,* and when a word ends with a vowel sound preceded by *r,* except when *Ar* is more convenient, as in *Rome, resume.* Thus:



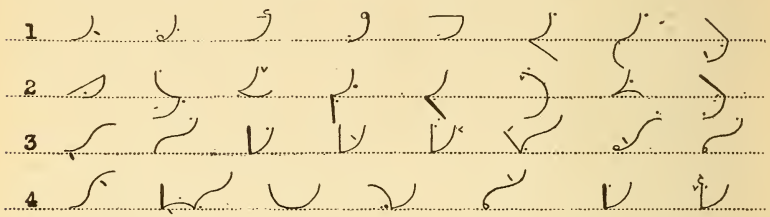
1. Race, rare, rarer, terror, reap, reason, rest, rosy, rug.
2. Fury, tarry, marry, curry, carry, fiery, burrow, cherry, vary.
3. Horror, rarify, furor, roar, rash, refused, wrung, wrath.
4. Rome, resume, earth, earnest, arch, arsenic, erroneous.

71. El, Lay.—The general rule for the use of *El* and *Lay* is the convenience in joining. Use *Lay* when it is the only consonant stroke in the word, when the word begins with *l,* when it follows an initial vowel unless it is followed by *k, g, m, n,* or *sn,* in which cases *El* is used. Also use *Lay* when a word ends with a vowel, unless *El* is more convenient. Thus:



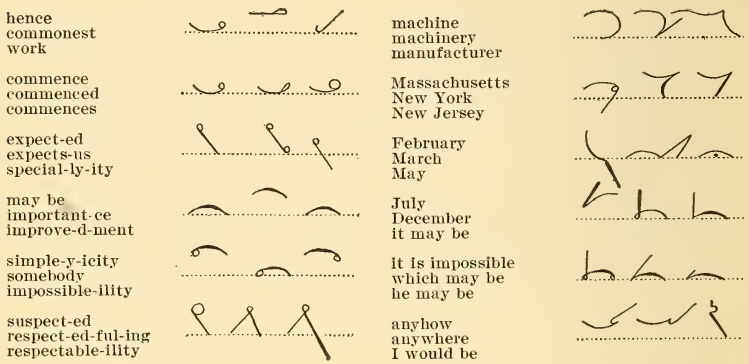
1. Ale, lay, allow, sale, slay, like, lime, lame, leap, lazy.
2. Lily, mellow, always, also, alarm, rally, pillow, folly.
3. (Exceptions) Nellie, kingly, file, lesson, listen, lion, link, kneel.
4. Alum, elm, alike, log, nail, Williams, elk, fowl, vowel, scowl.

72. **Ish, Shay.**—When *sh* is the only consonant stroke in a word use *Ish.* Use *Shay* preceding and following *Lay,* and after *Tee* and *Dee,* but in almost all other cases use *Ish.* Thus:



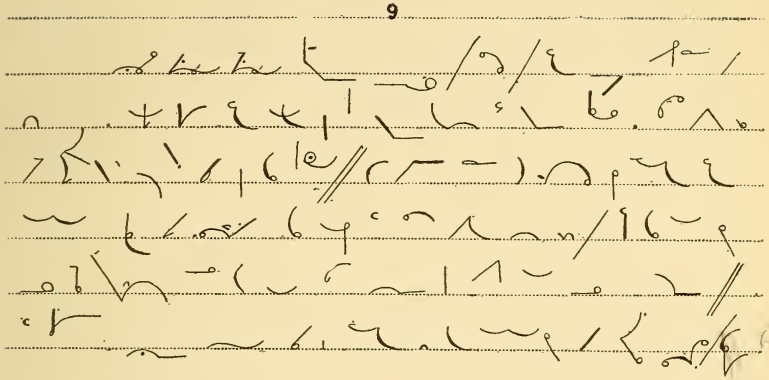
1. Show, ashes, wash, sash, cash, ship, sheath, push.
2. Rash, fishy, shiny, shady, shabby, Irish, shame, abash.
3. Shawl, lash, dash, tush, tissue, polish, social, slash.
4. Shallow, demolish, fish, harsh, slush, dish, whitish.

73. **Word-Signs:**



Business Letters.

9



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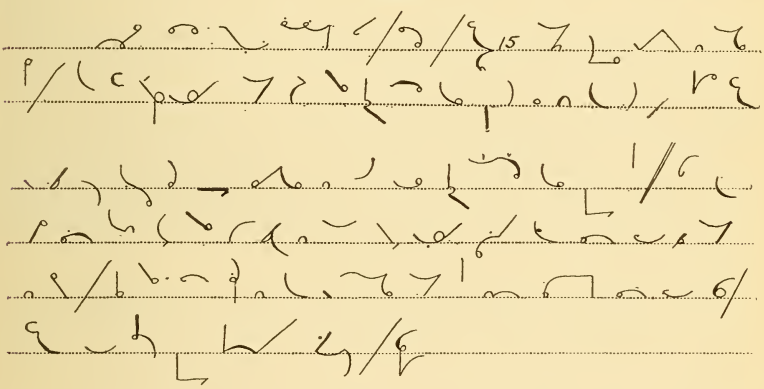

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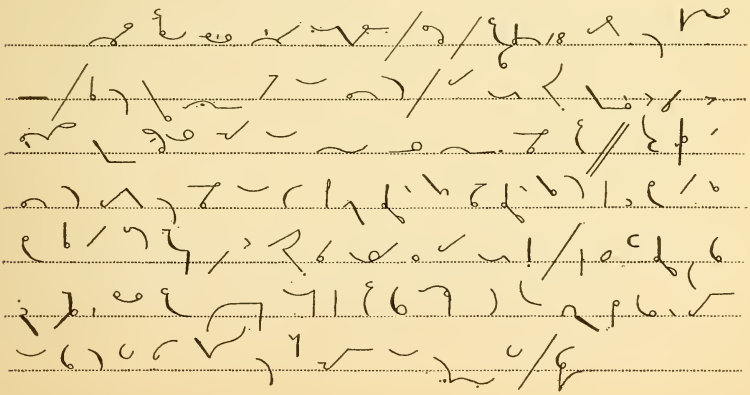
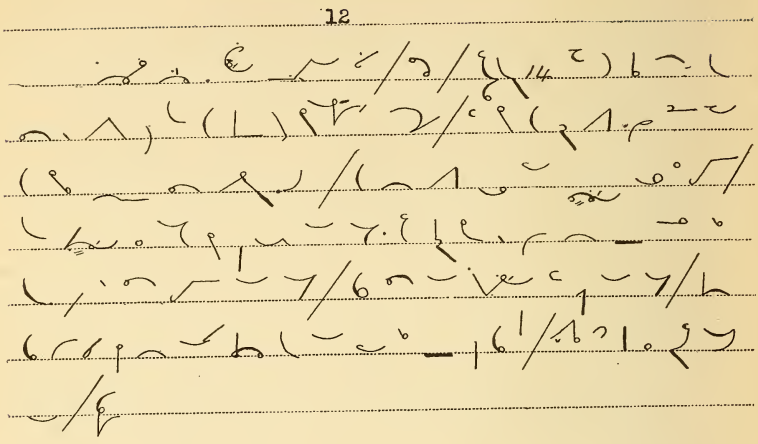




9.

Messrs. Jamison & Jamison,
Topeka, Kans.

Sirs:

We have to acknowledge receipt of the stock which you were to ship, and, notwithstanding the delay, we have nevertheless had time to become[25] familiar with the peculiar designs and styles represented to us, and which was the object of our buying just at this time of the season.[50]

Your regular stock was always satisfactory and whenever we have anything whatsoever which the consumer thinks unsatisfactory, we simply refer him to you. We do[75] this in special cases and it is popular, because they know we will make it right in case of any irregularity.

We dislike to make[100] many changes, but whenever you have anything of special advantage, ship us samples.

Yours truly, (115 words)

10.

Messrs. Sims & Co.,
Cincinnati, Ohio.

Sirs:

We have yours of the 15th in which you ask us to represent you in this city. If we were possessed of the necessary[25] knowledge of your business, it would be impossible for us to do so, as you would have so much details we would have to adjust[50] our affairs so as to give the service you wish, hence it would be unwise for us to take the time.

We will, however, suggest[75] somebody if you think the business will justify you in paying the necessary salary for some one who has the knowledge you expect. It is[100] possible we may assist you for two months, in which time you may select some one yourselves. We would have no desire to take the[125] temporary agency.

Yours truly, (129 words)

11.

Messrs. Watson & Sons,
Omaha, Neb.

Sirs:

We have yours of December 18th with respect to our dealings together. It is our purpose to make a change in some way. We[25] are now shipping books to the largest and the smallest book stores of the United States, and we are in many cases making exchanges with[50] them.

If we would decide on some way whereby our exchanges in your state should be disposed of by you, and yours disposed of by[75] us here, it would save each of us several dollars each year and avoid much of the re-shipping which is necessary, as we are now[100] doing. At first we were disposed to think this would be a disadvantage, but since we have looked into it we think this is a[125] mistake; so if you would be satisfied for us to work in this way with you, we will abolish our idea and work in harmony[150] with you.

Yours truly, (154 words)

12.

Messrs. Holmes & Wilson,
Akron, Ohio.

Sirs:

We have yours of February 14th, and we would say it is important for somebody to represent us, if they take up the subject[25] of installing the machinery. We expected they would be ready last week and we know they expect us to make some respectable showing. They[50] may be ready to commence when Sampson commences his work.

If Jamison has nothing special to do now in New York, we think it would be safe[75] to allow him to go, because of his having charge of similar work in New Jersey. This is simplicity in comparison with what he had[100] in New Jersey. It may be this will just suit him, anyhow, it is impossible for any one of us to go at this time.

Write[125] us what you do as we shall be anxious to know.

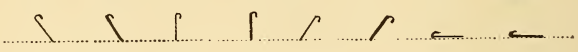
Yours truly, (138 words)

LESSON VIII.

Initial Hooks.

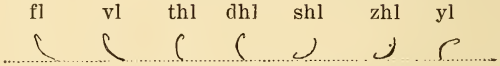
74. L-Hook.—A small hook joined at the beginning and on the circle side of the following strokes, is *l*. The sound of *l* follows the sound of the stroke in spelling the word. Thus:

pl bl tl dl chl jl kl gl



Name: Pel Bel Tel Del Chel Jel Kel Gel

fl vl thl dhl shl zhl yl

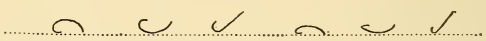


Name: Fel Vel Thel Dbel Shel Zhel Yel

NOTE.—Always write *Shel* and *Zhel* upward. They are distinguished by the hook being at the bottom and by their being very slanting.

75. Large L-Hook.—The *l-hook* at the beginning of *Em, En, Ray,* is made large so as not to conflict with the small *w-hook* on these strokes. Thus:

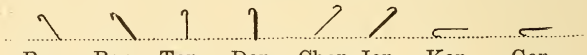
ml nl rl wm wn wr



Name: Mel Nel Rel Wem Wen Wer

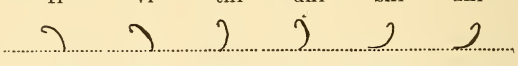
76. R-Hook.—The strokes with the *l-hook* are turned over sidewise, to indicate *r* at the beginning of the following strokes, except in the case of *Shel* and *Zhel,* which are turned over endwise. Thus:

pr br tr dr chr jr kr gr



Name: Per Ber Ter Der Cher Jer Ker Ger

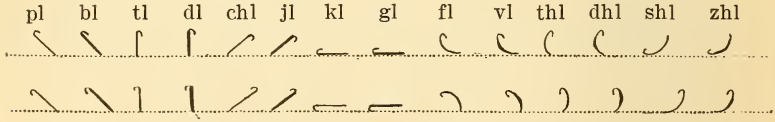
fr vr thr dhr shr zhr



Name: Fer Ver Ther Dher Sher Zher

77. Comparison:

pl bl tl dl chl jl kl gl fl vl thl dhl shl zhl



pr br tr dr chr jr kr gr fr vr thr dhr shr zhr

NOTE.—The *r-hook* is never used on the *Yay-stroke*. *Sher* and *Zher* have their hooks (r) at the top, and are always written downward. They are therefore readily distinguished from *Shel* and *Zhel*, which have their hooks (l) at the bottom, and are written upward and more slanting.

78. **Mer, Ner.**— The small *r-hook* is written at the beginning of *Em* and *En*, but these strokes are shaded when this hook is used, so as not to conflict with the small *w-hook* on *Em* and *En*. Thus:

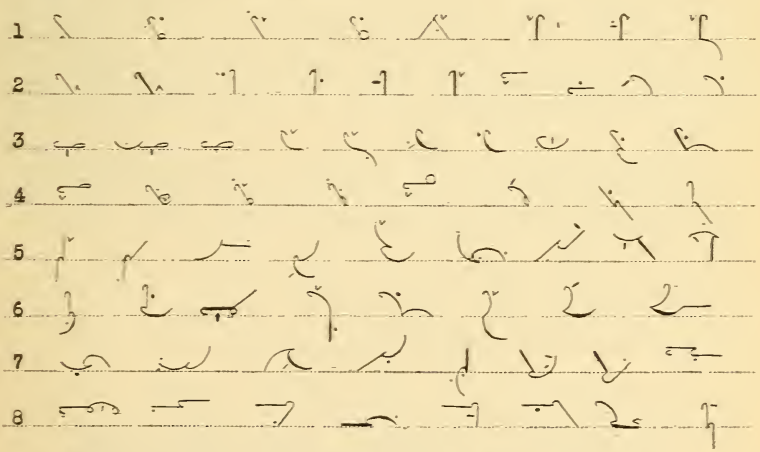
mr. nr, wm, wn, Mr. Homer, humor, honor, inner, we we
mer, ner, wem, wen, may, know,

79. **Vocalization.**— Regardless of the hook, the vowel signs are placed in the usual places beside the stroke, and if the vowel sign is placed before the stroke, it is read before both the hook and the stroke. If the vowel sign is placed after the stroke, the vowel is read after both the hook and the stroke. Thus:

play, pray, apple, blow, able, awful, offer, eater, tree.

Exercise XVI.

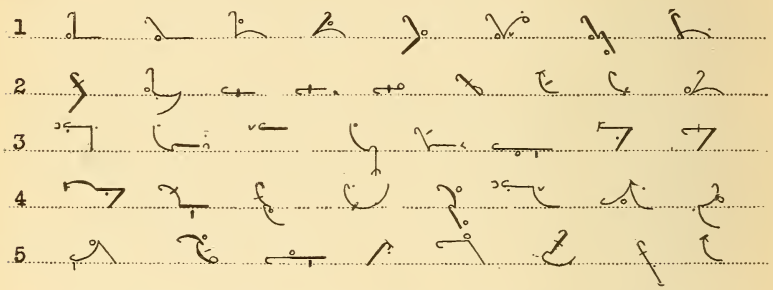
80. *To Be Read and Written:*



1. Apply, please, comply, pleases, reply, idle, huddle, idler.
2. Prow, brow, heater, tray, odor, dry, cry, acre, offer, fray.
3. Closed, enclose, cluster, fly, flier, hovel, evil, only, playful, blame.

4. Christ, precise, comprise, compressed, crisis, frost, paper, trapper.
5. Title, chattel, shackle, shovel, final, family, rural, noble, model.
6. Treasure, trainer, grocer, Friday, frame, thrive, throng, shrink.
7. Namely, initial, lovely, rashly, deathly, bushels, barrels, quickly.
8. Christmas, kicker, catcher, grammar, cutter, caper, frugal, trotter.

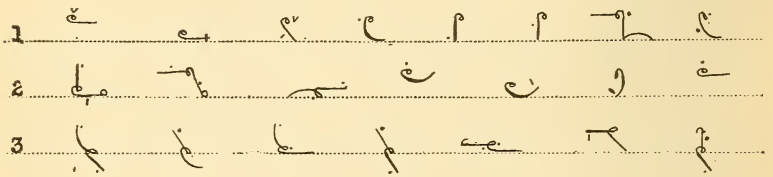
81. Special Vocalization.—When a vowel is to be read between the hook and the stroke, this fact may be indicated by writing a small circle in the place of dot vowels, and by striking the dash vowel through the stroke. Thus:



1. Dark, park, term, germ, barge, paralyze, barber, balsam.
2. Bulge, tarnish, coal, core, course, burst, follow, fool, charm.
3. Quality, figure, guile, feature, procure, calico, college, courage.
4. Mortgage, forego, fulfil, foolish, verbal, qualify, shelf, sheriff.
5. Shallop, marvelous, cargo, jolly, carp, journal, pulpy, fall.

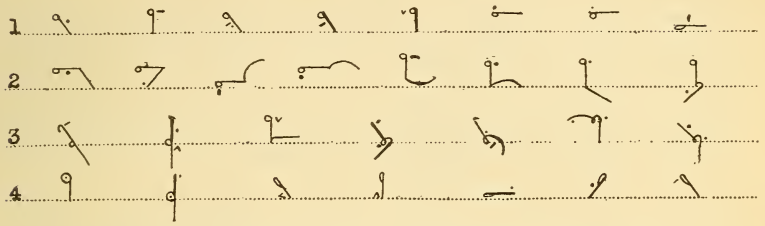
NOTE.—Observe in the above exercise, that the *angle* and *semi-circle* representing the vowels in the *first* and *third-place* may be placed at the beginning or end of the outlines for convenience, as in *fall, follow, procure, figure, quality* and *guile*. In all except unusual and unfrequent words, the vowels are omitted in the actual practice of writing.

82. Prefix Iss.—The *circle-s* is written inside of the hook, in which case it is read before everything else following. Thus:



1. Cycle, school, supply, civil, saddle, settle, extreme, safely.
2. Disclose, express, massacre, sinner, sooner, soother, sickle.
3. Visible, peaceful, physical, peaceable, classical, gospel, traceable.

83. Circles and Loops Before R.—The circle or loop written in place of the *r-hook* on straight strokes includes the hook, and is read before everything else. Thus:



1. Spray, straw, supper, sober, cider, seeker, sicker, stroke.
2. Scrape, scratch, scrawl, scream, strong, stream, strip, stretcher.
3. Prosper, destroy, stricker, besieger, passover, mystery, pastry.
4. Sister, disaster, stupor, stouter, stagger, stager, stopper.

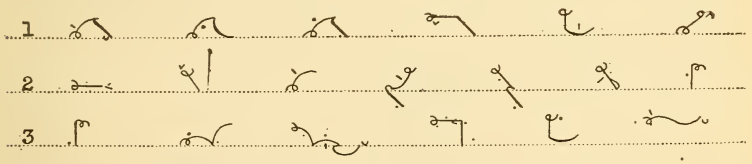
84. When *Ker* or *Ger* follow *Pee, Bee, Tee, Chay* and *Jay* with *circle-s* between, join as follows:

Prescribe, subscribe describe, disagree, Jasper, proscribe.

However, it is perfectly safe to omit the *r* in the following words:

prescribe, subscribe, describe, subscriber, proscribe.

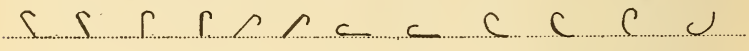
85. In-Hook.—The prefixes *in, en, un* may be indicated by a backward *curl* or *hook,* as follows:



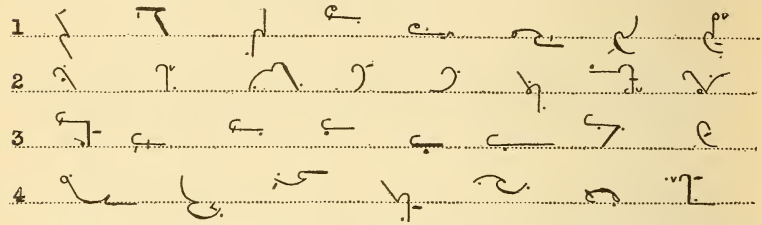
1. Insoluble, enslave, unsalable, inscribe, unstrung, in his house.
2. Insecure, inspire, insole, unsociable, inseperable, unsuppressed, unsettle.
3. Unsaddle, unseemly, unceremonial, insecurity, unstring, insomnia.

86. Ler and Rel Hooks.—The *l-hook* may be enlarged to add *r,* and the *r-hook* may be enlarged to add *l.* The first is called the *ler-hook,* and the second is called the *rel-hook.* In such cases the added *l* or *r* is read last. Thus:

Pler Bler Tler Dler Chler Jler Kler Gler Fler Vler Thler Shler



Prel Brel Trel Drel Chrel Jrel Krel Grel Frel Vrel Threl Shrel Merl Nerl

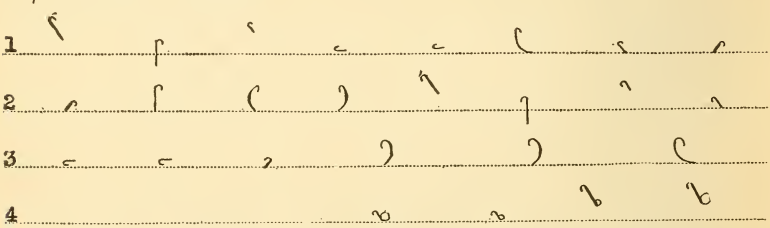


1. Poplar, gobbler, tattler, scholar, secular, smuggler, shoveler, stifler.

2. April, trial, liberal, thrall, shrill, pastoral, equitorial, parallel.
3. Colorado, color, collar, clear, glare, clerk, clergy, floor.
4. Sprinkler, funeral, inaugural, patrol, mineral, moralist, hydraulic.

87. All or Will and Are or Our.—The *l-hook* may be used on word-signs to add the word *all* or *will,* as in *by all* and *it will.* It may also be used on the horizontal tick for *and,* as in *and all* or *and will.*

The *r-hook* may be used on word-signs in the same way to add *are* or *our,* as in *by our* or *they are.* The large *rel-hook* in a few cases may be used to add *will* or *all are,* as in *there will* or *they are all,* and the *ler-hook* to add *all are* or *all our,* as in *for all are* or *for all our.* Thus:



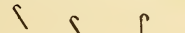
1. By all, at all, of all, and all, and will, for all, to all, who all.
2. Who will, it will, they will, they are, by our, at our, of our, to our.

3. And our, and are, who are, there will, they are all, for all are (our).

4. (*Self or Selves added.*) To ourselves, to ours, by ourself, by ourselves.

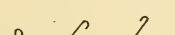
88. Word-Signs and Phrases:

by all
able
tell, till, it will

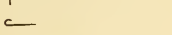


by our
member, remember
number

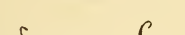
until, at all
which will
which are



call, equal-ly
difficult-y
care



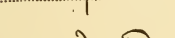
full-y
value
they will



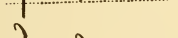
from
over
very, every

truth
at our
dear

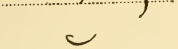
during
through
Mr. mere remark-ed



either
their, there-they are
other

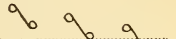


more
near, nor
manner



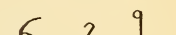
deliver-ed
principle-al
numbers

express
surprise
suppress



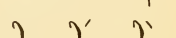
expressed
surprised
favor

your favor
larger
consider-able-y

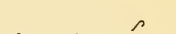


unnecessarily
in reply
very truly

thereto
thereon
thereof



but all
but are
on all



should all
who all
who will be

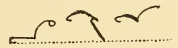
who are the
and will be
and are the

of all his
to all the
on all his

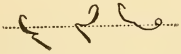
89. Contractions, Derivatives and Compound Words:

(a) As in paragraph 43, a stroke may be added to a word-sign to form another word—a derivative. (b) Two word-signs may be combined to form a compound word, writing the first word in its position. (c) The contractions are simply convenient outlines for long words in which part is omitted.

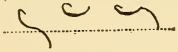
(a) careless
remarkably
merely



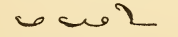
valuable
pleasureable-y
fullness



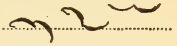
fuller
nearly
nearer



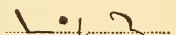
nearest
nearness
(b) overcome



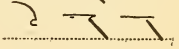
moreover
everything
anything



become
outnumber
everywhere



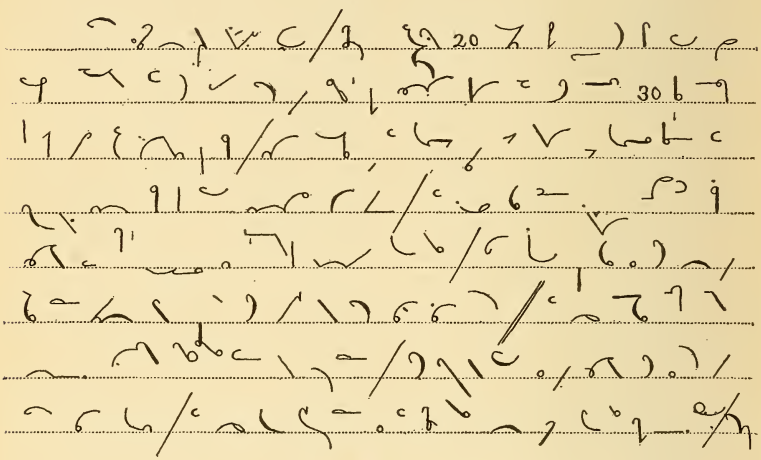
herewith
(c) capable
capability



influential
probable-y-ility
transgress

Business Letters.

13



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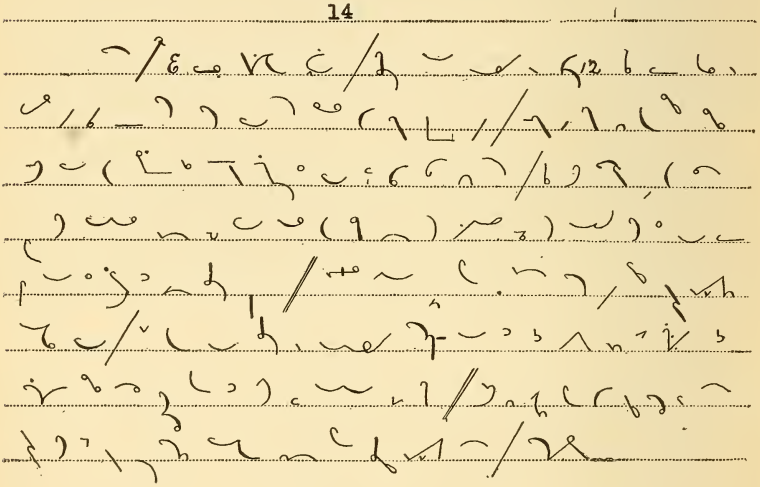


13.

Mr. Charles M. Battle,
Peoria, Ill.

Dear Sir:

We have your favor of April 20th, in which you state the car was delivered only last Wednesday, and in reply we would[25] say we are very much surprised at the unseemly delay and, with pleasure, give you thirty days extra time on it, which will, we think,[50] help you out considerably. You will notice how we figure the charges on the bill, and should figures disagree with what you have[75] to pay, you may consider it when you mail us your check.

We commenced this week to compile a list of what we consider unsalable, and[100] will try to enclose you a copy of it to-morrow, if possible. We will continue to do this, as there may be much of this[125] stock which you may be able to dispose of there, and which will be very slow sale here.

We must give this a trial, and[150] by making liberal prices, clear up our stock. There will probably be nearly as much unsalable there as here, which we may sell for you.[175] We must have a fuller stock, as we trust the business may be larger for all of us during the coming season. Very truly, (199 words)

14.

Mr. Geo. E. Glass,
Belleville, Ill.

Dear Sir:

In answer to your favor of the 12th, it is difficult for us to realize the change which has come over every one[25] here, since your brother took charge. A number who remember you have expressed surprise and pleasure when they speak of his capability, and compare his[50] manner with yours while you were here. It is surely remarkable how they seem to feel their nearness to him, and yet in all things[75] they consider him so earnest, and he is so influential, there is no difficulty at all in his accomplishing what he may desire to do.[100]

Of course I know how you feel, and I am very much pleased to be able to write you in this manner. I have no[125] desire to unnecessarily overdraw in what I would represent to you; on the contrary, I would freely express myself otherwise, if what I say were[150] anything but the truth.

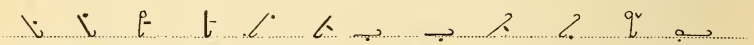
I assure you I thank you for all your past favors to all my people there, and I hope to hear from[175] you whenever you may feel disposed to write me. Very respectfully, (186 words)

LESSON IX.

Final Hooks.

90. F or V-Hook.—A small hook on the circle side, at the end of straight strokes only, is *f* or *v*. It is called the *f-hook* so that the names of the strokes and hook are *Pef, Bef, Def,* and so on. The vowel to the stroke is read before the hook. Thus:

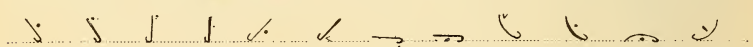
Pef Bef Tef Def Chef Jef Kef Gef Ref Hef Stref Skef



pave, beef, stove, duff, chief, jove, cave, gave, rove, heave, strive, skiff.

91. N-Hook.—A small hook at the end of straight strokes, on the side opposite the *f-hook* shown above, is *n*. This *n-hook* is joined on the inside of curve strokes at the end. Thus:

Pen Ben Ten Den Chen Jen Ken Gen Fen Ven Men Shen



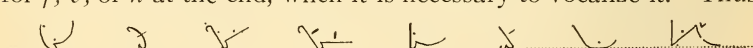
pain, bin, tin, den, chain, June, can, gain, fine, vain, main, ocean.

92. The small hook inside of the enlarged *Way* and *Yay* is *v* for *have* or *of*. In some cases the hook at the end of curves is made longer than usual to express *f* or *v*, and this makes phrases containing *have,* like *they have, they have no,* very convenient. Thus:

They have, they have no, we were of, you would have, what we have.

NOTE.—The above are optional and are used by advanced writers. They are valuable for the phrases that have become as familiar as a word-sign or as the figures 1, 2, 3, and 4.

93. The *f-hook* or the *n-hook* may be used between strokes, when more convenient than the stroke. Always use the stroke for *f, v,* or *n* at the end, when it is necessary to vocalize it. Thus:

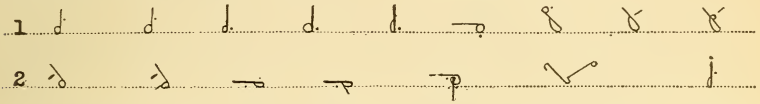


Finish, furnish, prefer, provoke, deafen, punish, penny, terrify.

94. The circle for s or z may be written inside of the f-hook, and inside of the n-hook on curve strokes only. Thus:

proofs, caves, strives, heaves, fines, shines, means, loans.

95. Circles and Loops Added to N-Hook.—On straight strokes only, the circle or loop is added to the *n-hook* by writing the circle or loop in the place of the *n-hook,* in which case it is read after the *n-hook.* Thus:

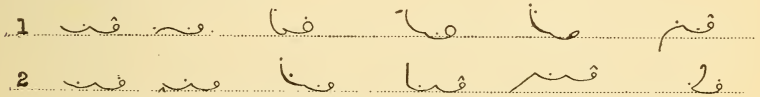


1. Tense, tenses, dance, dances, danced, Kansas, spinster, punster, punsters.
2. Opens, opens the, against, against the, Kansas City, preference, condenced.

96. The *ns* and the *n-ses* are not so expressed between two straight strokes in the same direction, nor between two straight strokes which join at an angle, else they would conflict with such words as the following, but they may be used between a straight stroke and a curve:

task, prosper, destroy, disaster, excrescence, Johnson.

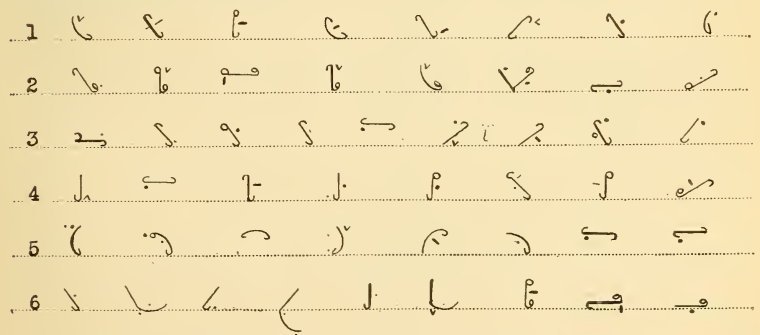
Use the *n-stroke* instead of the *n-hook* at the end of such words as the following:



1. Announce, immense, finances, offenses, convinced, allowance.
2. Enhance, annoyance, conveyance, denounce, renounce, assurance.

Exercise XVII.

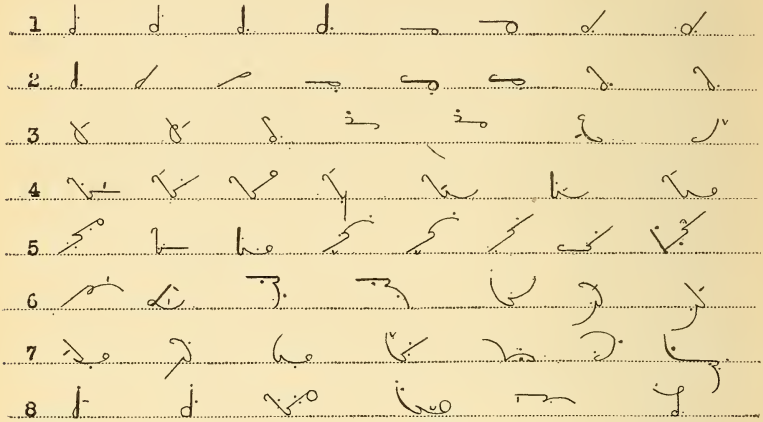
To be read and written:



1. Fine, bluff, stove, flown, prove, hewn, brain, thief.
2. Proves, strives, scoffs, drives, fines, behaves, grave, serve.

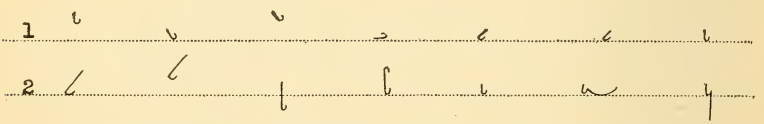
3. Wagon, plan, sprain, plain, clean, arrive, rove, belief, chief.
4. Town, cleave, drove, attain, stain, weapon, sudden, sworn.
5. Heather, concern, women, assign, loan, earn, glean, grief.
6. Pen, penny, chaff, chaffy, den, deny, stoves, groves, caves.

97. Observe the use of the hook between strokes, and how *Iss, Ses, Steh* and *Ster* are added to the *n-hook* on straight strokes in the following:



1. Tense, tenses, dance, dances, cans, Kansas, chance, chances.
2. Danced, chanced, rinsed, canst, glances, glanced, prance, pranced.
3. Punster, punsters, plans, weaken, weakens, woven, shine.
4. Provoke, proffer, perverse, profit, proven, divine, province.
5. Reverence, traffic, defence, arrival, rival, river, clever, behavior.
6. Ransom, Johnson, gainsay, gainer, finish, furnish, punish.
7. Openness, French, thinness, finery, remain, machine, vacancy.
8. Condensed, condense, preference, convenience, economy, instance.

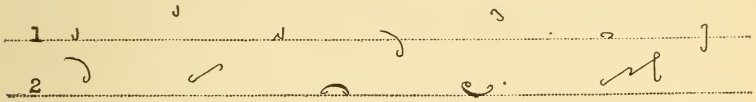
98. **If, Of, or Have Added.**—By the use of the *f-hook* on the word-signs and the *and-tick*, the words *if, of* or *have* may be added. Thus:



1. I have, to have, all of, and have, who have, should have, but have.

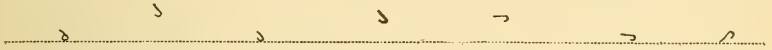
2. Which have, each of, out of, it will have, but if, but if no, but if it.

99. In, Not, Own, or Than Added.—By the use of the *n-hook* on the word-signs and the *and-tick,* the words *in, not, own,* or *than* may be added. Thus:



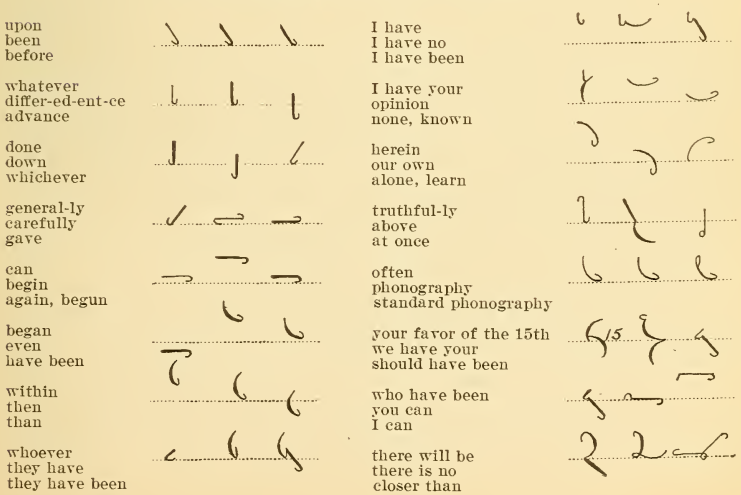
1. But not, or not, but not the, our own, of our own, and our own, at our own.
2. Herein, we are in, more than, sooner than, we are in receipt of.

100. The brief *Way* may be joined to dash-vowel, word-signs and the *and-tick,* like an en-hook, to add *what* or *would.* This hook may be closed, making circle-s, to add *s,* as in *to what is,* Thus:



to what is, of what, to what, all would, and what, and would, he would.

Word-Signs and Contractions.



Business Letters.

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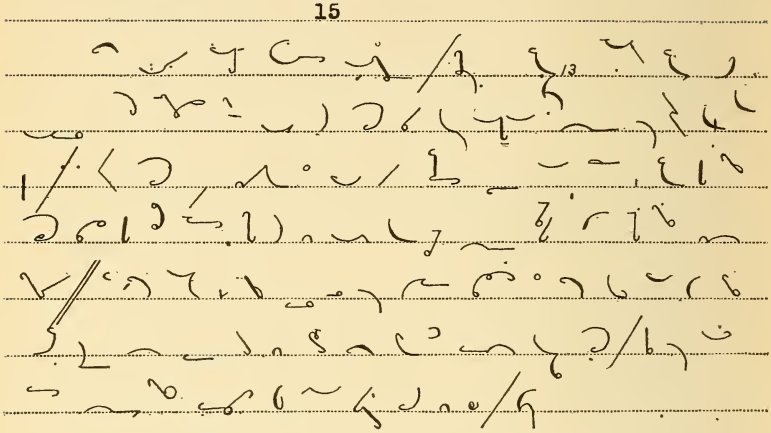

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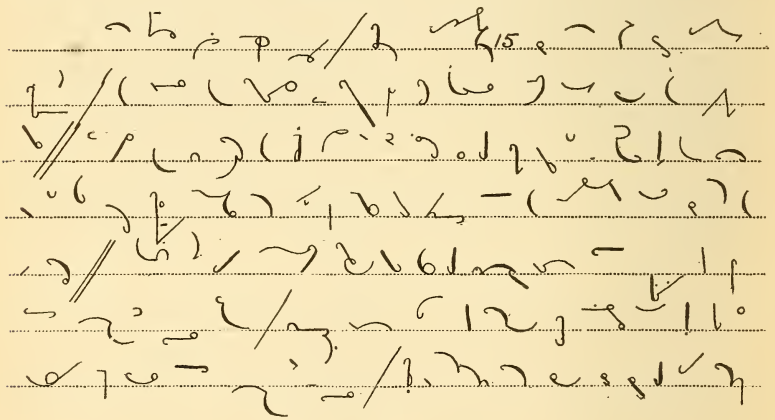


15.

Mr. Henry Winton,
Lincoln, Neb.
Dear Sir:

We have your favor of the 13th and in reply we have the pleasure to enclose herein a price list of our new[25] sewing machine which is far in advance of any make our people have ever had. The cheap machine to which you refer is one which[50] we decline to carry in stock, but we have different priced machines as well as different sizes, and we can truthfully say, you now have[75] a chance to make a choice of whichever style and whatever price you may prefer.

We offer nothing but the best class, and as our[100] local salesman is very often near your place, we shall ask him to call upon you and explain more fully what we claim for this[125] machine. It is our opinion we can make the prices closer than they have, on any which have been shown you as yet.

Yours truly,[150] (150 words)

16.

Mr. Thomas Allen,
Kansas City, Mo.
Dear Sir:

We are in receipt of your favor of the 15th as to the importance of your plan, with reference to the traffic. They,[25] of course, have preferences and will probably suit their own convenience and pleasure in the manner they route the business.

We suggest, however, you furnish[50] them a condensed list of what the concern has done during the past year, and what we have been doing there for more than two years[75] within our own territory, and in this way, arrive at a basis upon which you can give them a reasonable opinion as to why they[100] should favor us.

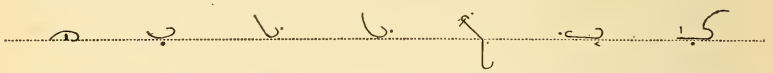
If you would see the general manager personally, before this is done, you may be able to have him agree to defer[125] it until we can move what cars we have. You can say to him, we will do everything at our own expense in doing whatever[150] is necessary, and at once begin to move all the cars.

Trusting to hear from you very soon as to what has been done, we[175] are Very truly, (178 words)

LESSON X.

The Shon and Tive Hooks.

101. Shon-Hook.— A large hook at the end of a stroke is *shon* (for tion, sion, cian, etc.). This hook is written on the circle side of straight strokes, and on the inside of curve strokes. Thus:

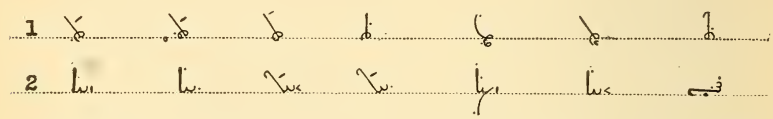


motion, nation, passion, fashion, politician, conclusion, occasional.

102. When *Shon* is the only consonant stroke or when it is preceded by *s* or vowels necessary to be indicated, use *shen* instead of the hook. Thus:

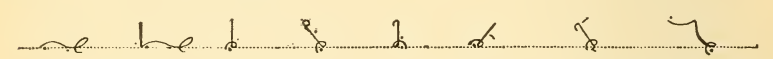
Ocean, session, secession, continuation, concession.

103. Eshon-Hook.— When a *circle-s* precedes *shon,* the *shon-sound* is expressed by a small hook after the circle. Another small circle or a stroke may be added to this hook. This hook may be added to the *f-hook,* as in *devotion.* Thus:



1. Position, positions, possessions, decision, physicians, persuasion, transition.
2. Devotion, division, profusion, profession, devotional, diffusion, aggravation.

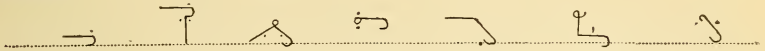
One or more letters may be omitted in a word for convenience and speed in writing, and the legibility is preserved, in such words as the following:



1. Ministration, administration, taxation, specification, transaction, justification, prosecution, investigation.

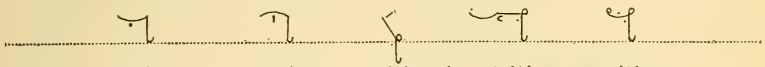
NOTE.—The above words are spelled ministr'tion, tasation, specsation, transation, jusation, prosution, invesation, and are sufficiently plain.

104. Tiv-Hook.— A large hook on the *n-hook side* of straight strokes only is *tive*. Thus:



active, activity, receptive, secretive, captive, instructive, operative.

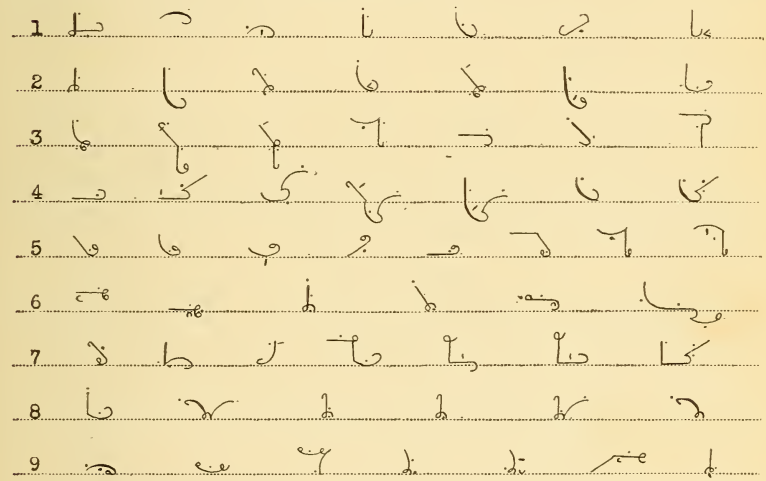
105. After curves the *tiv* is expressed by *Tef*.



native, motive, positive, inquisitive, sensitive.

Exercise XVIII.

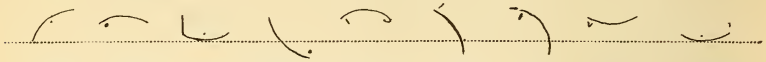
To be read and written:



1. Discussion, ambition, emotion, condition, confession, relation, tuition.
2. Decision, division, precision, confusion, possessions, devotions, attention.
3. Physicians, politicians, positive, native, active, combative, activity.
4. Action, auctioneer, national, professional, devotional, vision, visionary.
5. Passions, fashions, notions, rations, actions, captives, natives, motives.
6. Acquisitions, accusations, condensation, compensation, consecutive, effectiveness.
7. Operatives, admissions, commission, extension, instructive, instruction, dictionary.
8. Contention, conversational, transaction, transition, transitional, conversation.
9. Impatience, sensation, sensational, cessation, association, requisition, taxation.

Lengthening or Double Length.

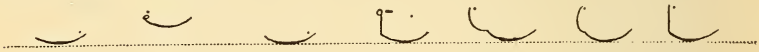
106. Ter, Der, Ther.—Any curve stroke except *Emp, Emb* may be lengthened to add the sound *ter, der,* or *ther,* which is read after the vowel following the stroke and before a final hook, circle or loop. Thus:



letter, meter, tender, father, modern, water, order, niter, enter.

107. Position.— Write the first half of a lengthened stroke in its proper position and let the second half follow naturally where it may.

108. Ker, Ger.—The Ing-stroke may be lengthened to add *ker* or *ger.* Thus:

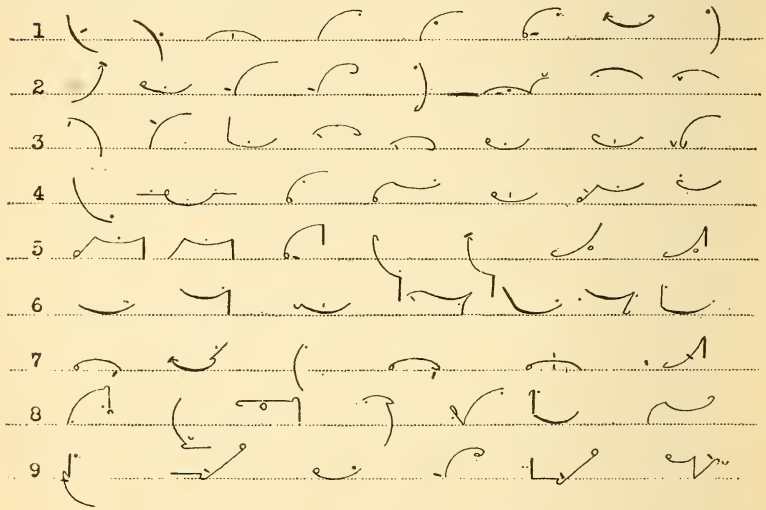


anger, sinker, anchor, stronger, finger, thinker, tinker,

NOTE.—Add the *Dee-Stroke* after such lengthened strokes as surrendered, rendered, slaughtered, for the *d-sound* forming the past tense or perfect participle. See following exercise.

Exercise XIX.

To be read and written:



1. Voter, waiter, mother, ladder, later, slaughter, northern, Easter.

2. Shorter, center, alter, alteration, eastern, material, embitter, miter.

3. Order, older, tender, modern, moderation, sender, wonder, wilder.

4. Farther, eccentric, slender, slander, sunder, surrender, winter.

5. Surrendered, rendered, slaughtered, flattered, faltered, shelter, sheltered.

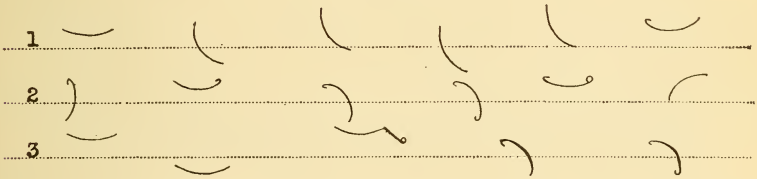
6. Anchor, anchored, younger, mongrel, banker, handkerchief, tinkering.

7. Smoother, northerner, thither, smoother'n, some other, shouldered.

8. Literature, theatrical, caricature, minister, step-ladder, drinker, lantern.

9. Defaulter, quarters, saunter, alterations, head-quarters, centurion.

109. There, Their, or They Are Added.—A curve stroke word-sign is lengthened to add *there, their, they are,* or *other.* A hook at the end of these phrases adds *own* or *one.* Thus:

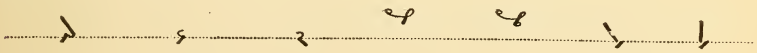


1. In their, for there, if there, for they are, if they are, when they are.

2. Through their, in their own, from their, from their own, when there is, will there.

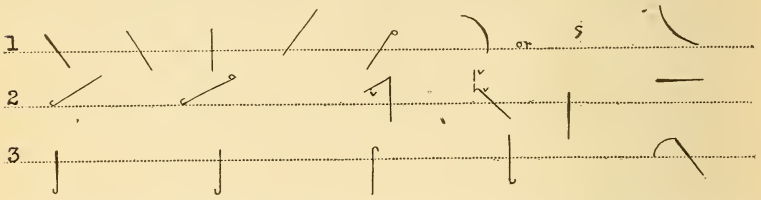
3. Any other, no other, any other business, every other, every other one.

110. Dher-Tick.—When *there, their,* or *they are* cannot be expressed by lengthening, a heavy slanting tick may be used. In a few cases this tick may be written in place of the *ing-dot* for *ing-there.* Thus:



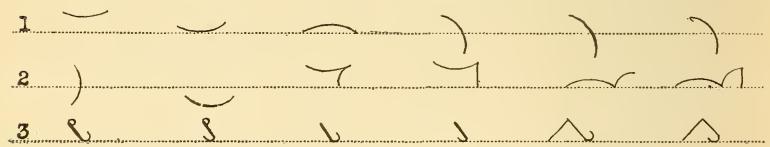
been there, were there, would there, since there, since there is, being there, doing there.

111. In many cases it will be found a great advantage to lengthen straight strokes to add *there, their, they are,* or *other.* The heavy strokes should taper toward the end. A circle, loop, or hook at the end is read last. Thus:



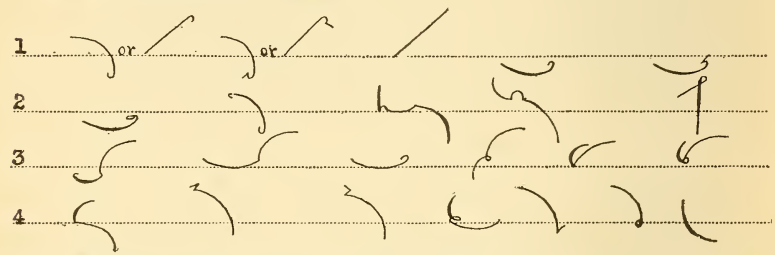
1. Be there, up there, at their, each other, such other, with their, of their.
2. Where there, where there is, right there, typewriter, had there, give their.
3. Had there not, at their own, until there, it therefore, will be there.

112. Word-Signs:



1. Entire, another, matter, rather, whether, further.
2. Yesterday, longer, entirely, entirety, material, materiality.
3. Subjection, subjective, objection, objective, representation, representative.

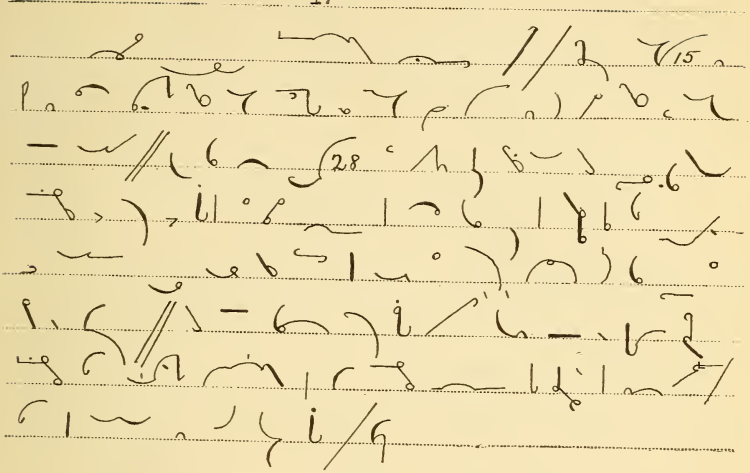
113. Additional Phrases:



1. Rather than, rather than the, rather their, longer than, longer than he (the).
2. Longer than his, further than, do you know whether, if you would order, reside there.
3. In our letter, another letter, another one, last letter, your letter, this letter.
4. Your order, on the order, of the order this winter, order the, orders, have their.

Business Letters.

17



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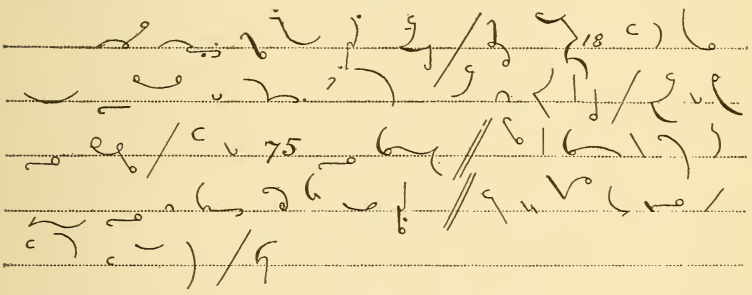

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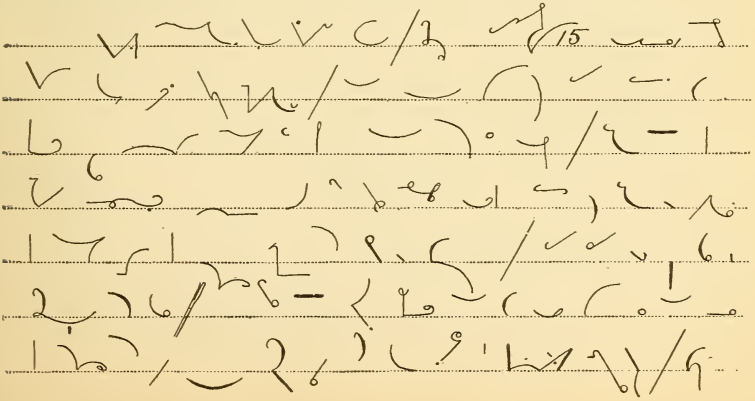
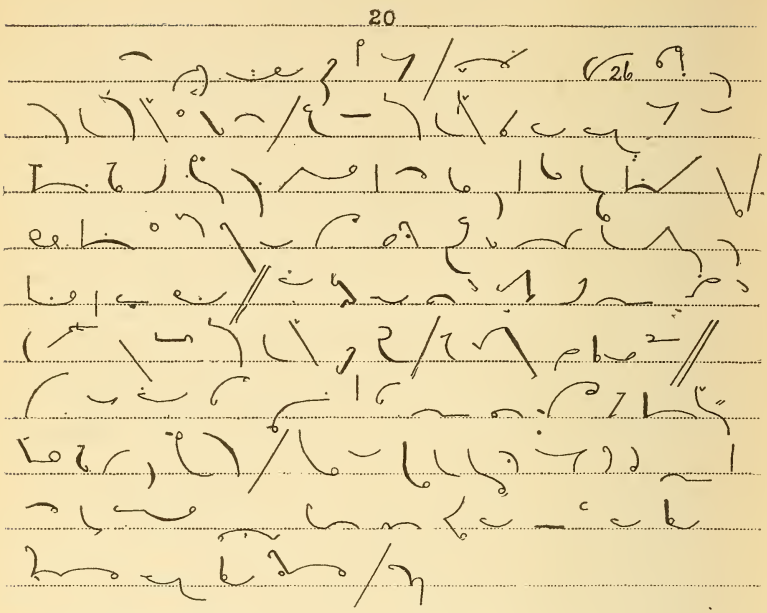




Messrs. Anderson & Kemper, 17.
Macon, Ga.

Dear Sirs:

In your letter of the 15th you state you simply slaughtered the prices, in your quotation to us, and in your last letter,[25] you say such prices were never given anywhere.

However this may be, in our letter of the 28th, we wrote you it was placed in[50] open cars, thus being exposed to the weather, and the condition of it is such as to make it impossible for us to use it;[75] besides it is thin and narrow, and of unequal lengths, hence, the best we can do now is to order elsewhere, and say this car[100] is subject to your order.

Upon giving this matter further consideration, rather than have you go to additional trouble and expense, we will unload the[125] lumber at your expense and make whatever disposition of it you may require. We will do anything you wish, for your accommodation.

Yours truly, (149 words)

Messrs. McClain Bros. & Co., 18.
Seattle, Wash.

Dear Sirs:

In reply to your favor of the 18th, we would say, if there is another car of cinders yet remaining on our order,[25] we wish you would ship

it at once. We shall have to have several other cars as soon as possible. We were to have 75[50] cars this month.

Please take this matter up further and say how many cars you think you can furnish us within the next ten days.[75]

We hope to have the bills for the two cars which, we hear, were in yesterday. Yours truly, (93 words)

19.

Barrett Manufacturing Company,
Peoria, Ill.

Dear Sirs:

We are in receipt of your letter of the 15th, enclosing the expense bill for the roofing paper and tarvia. In another letter[25] of yesterday, we are calling your attention to this material and in which we state the entire order is unsatisfactory. We have given it a[50] thorough examination to make sure of our position, and since there is none of it we can use, we have to refuse it entirely and[75] allow it to remain on track here subject to your order. We are sorry to have to do this, but there is no other way[100] for us.

Please give shipping instructions in your next letter, as in case it remains here much longer there will be charges, either for switching[125] or demurrage, and perhaps for both.

Yours truly, (133 words)

Mr. Luther Henderson, 20.
Jersey City, N. J.

My Dear Sir:

Your letter of the 26th soliciting our order for water-pipe, is before me. We have given an order for pipe which is[25] only one-half inch in diameter, and this unusually severe weather renders it impossible for us to use it, even for this temporary purpose. As[50] soon as the temperature is higher, probably no later than the first of April, we shall have to have material for repairing our tenders at[75] Clay Center.

When I have been there, and know more of what we are doing there, I shall make a list of what they require[100] up there, and give you an order for pipe, larger than what we have. I think I will be there the last days of next[125] week.

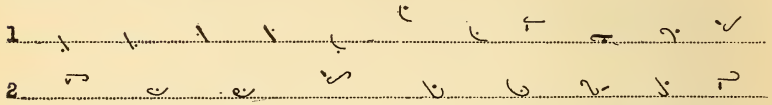
Later in the winter, while there is a slack time, we will make some alterations and change the diameter of the fire-boxes, and[150] then will use softer water. If there is any device for forcing the air entirely through, so as to make it impossible for the clinkers[175] to smother the flame, you may ship us one, together with one dozen thermometers, and one-half dozen barometers.

Very truly, (196 words)

LESSON XI.

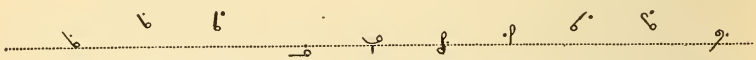
The Halving Principle.

114. T or D Added.—A stroke may be written half-length to express a following *t* or *d*. The *t* or *d* is read at the end. Thus:



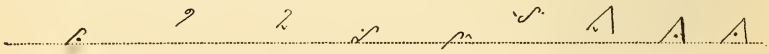
1. Apt, pat, ebbed, bed, aft, feet, fed, clod, great, freight, ward.
2. Kind, went, sent, warned, patient, fashioned, proved, pained, cautioned.

115. A final circle or loop is read after the *t* or *d* added by shortening. Thus:



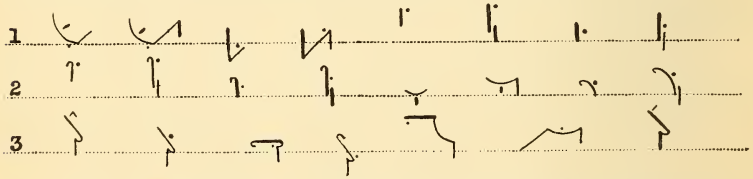
pets, bids, deeds, acts, notes, students, stated, cheats, plates, rafts.

116. The stroke *Ray* is never written half-length when standing alone, so that such words as *write, wrote, road, ride* must be written out in full. When a hook or stroke is joined to *Ray,* it may be written half-length. Thus:



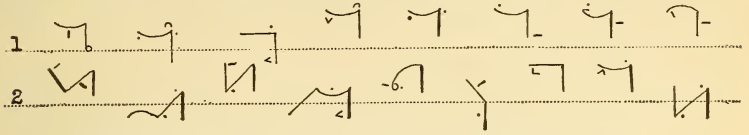
rained, rifts, arrived, yearned, round, warrant, write, raid, rate.

117. Ted, Ded.—Both *t* and *d* cannot be added at the same time by shortening a stroke, hence these syllables, *ted* and *ded,* are joined at the end, or detached, whichever is more convenient; the shortened *t* for *ted* and the shortened *d* for *ded.* Thus:



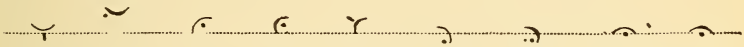
1. Afford, afforded, dart, darted, deed, deeded, date, dated.
2. Treat, treated, dread, dreaded, note, noted, freight, freighted.
3. Appointed, painted, granted, planted, gifted, rented, bonded.

118. When *t* or *d* precedes a final vowel, or it is necessary to vocalize the *t* or *d* sound, the stroke must be used. Thus:



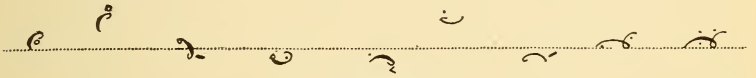
1. Notice, unity, acute, unite, needy, into, window, motto.
2. Borrowed, married, torrid, renewed, solid, poet, quiet, annoyed, tarried.

119. L, Ar, M, N.—These strokes when shortened are written heavy for *d* and light for *t*. The *l-stroke* is written upward when light, but always written downward when made heavy to add *d*. Thus:



note, need, late, laid, old, art, hard, mate, made.

120. Way, Yay, Emp, Eng.—These strokes are never written half-length when standing alone, but they may be when joined to a hook or stroke. Thus:



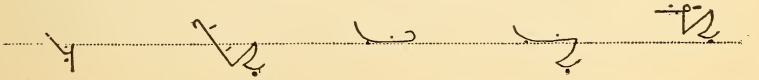
yelled, yield, swooned, sanctioned, impugned, wind, wombed, misled, embezzled.

NOTE.—Observe in the above that *wem* and *wen* cannot be shaded else they would conflict with *merd*, and *Nerd*, and that *Lay* in some cases is written half-length to express *d* for convenience in joining, as in *misled, embezzled.*

121. In cases where it is not possible to write the shortened *s-stroke* downward, it may be written upward. Where it is not practical to shorten for *t* or *d* nor to lap the detached *ted* or *ded,* the stroke should be used. Thus:

protectionist, opinionist, visionist, cooked, judged, roared, locate, locked, effect.

122. The *t-stroke* may be joined to the *shon-hook* in words like passionate, proportionate, but in words like affectionate, extortionate, use the *Ish-stroke* and follow with a stroke shortened to express *t* or *d*. Thus:



passionate, proportionate, affection, affectionate, extortionate.

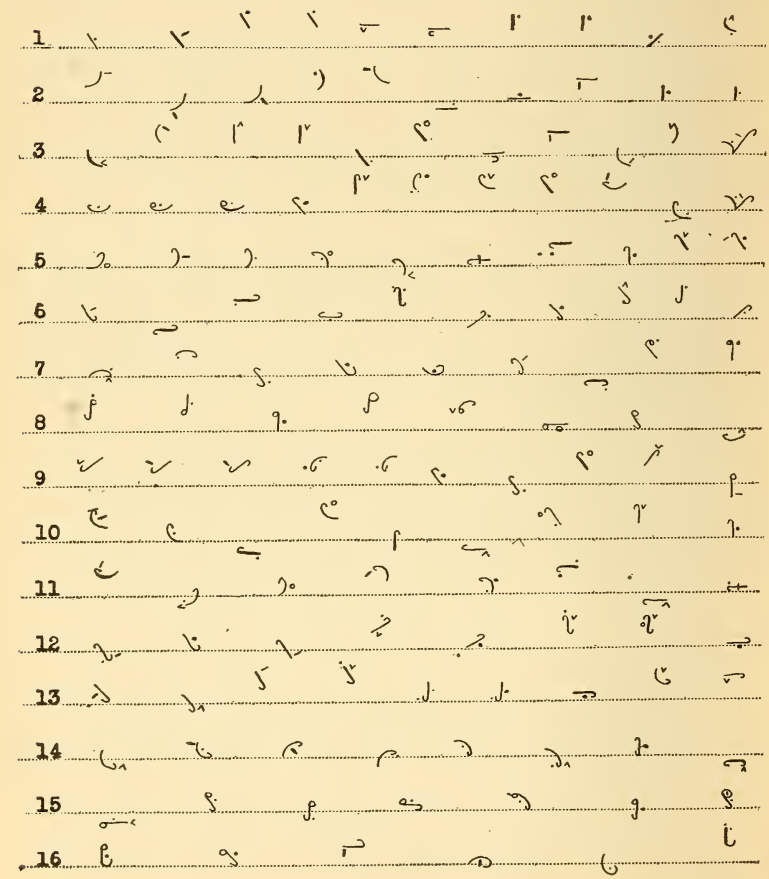
123. Position.—A vertical or slanting stroke, when half-length, should be written one-half the height of *Tee* above the line for *first-position,* and on the line for *second-position.* Thus:

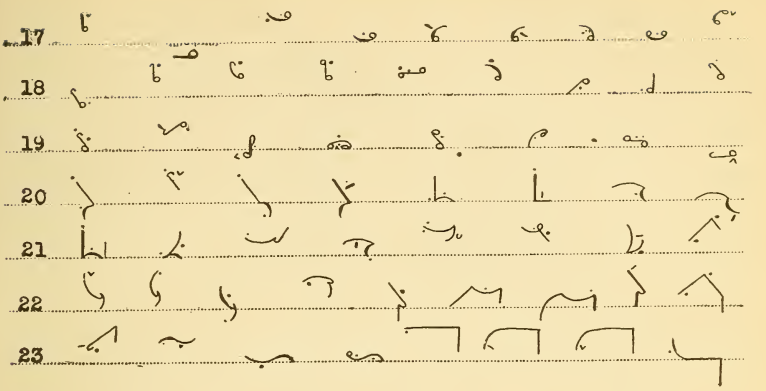
Tried, void, bottom, esteem, abundant, sent, estimate, vote.

NOTE.—Bear in mind that the position in which an outline should be written is governed by the only or accented vowel.

Exercise XX.

Read and write the following:





1. Pet, boat, beat, bid, kite, quit, did, deed, aged, avoid.
2. Shot, shoot, showed, eased, oft, act, ached, caught date, debt.
3. Viewed, thawed, toyed, died, bad, build, quote, got, foot, highest, return.
4. Went, sent, send, plate, delight, athlete, flight, built, want, flat, returned.
5. Shirt, throat, threat, effort, fruit, court, greet, trait, fright, operate.
6. Puffed, graft, gift, cleft, drift, raft, paint, point, tint, rent.
7. Amount, mint, plant, patient, ancient, front, grant, split, street.
8. Constant, contents, straight, consistent, silent, skirt, spent, wound.
9. Wired, ward, warrant, wield, wilt, played, plant, build, child, stood.
10. Followed, fled, glad, filled, addled, cloud, appeared, tried, trade.
11. Honored, assured, third, offered, afraid, agreed, crowd, occurred.
12. Approved, paved, proved, arrived, raved, contrived, derived, caved.
13. Opened, pound, bond, combined, attend, attained, gained, find, kind.
14. Found, offend, loaned, land, earned, around, trained, ground.
15. Secured, spend, stand, second, concerned, strained, suspend.
16. Stationed, sprained, cautioned, motioned, fashioned, conditioned.
17. Deeds, acts, needs, ends, holds, loads, hurts, sends, slides.
18. Plots, treats, fleets, streets, secrets, reads, rents, attends, prints.
19. Complaints, warrants, students, cements, spends, lends, seconds, clouds.
20. Compelled, complied, compared, behold, attempt, conduct, method, moved.
21. Condemned, ashamed, inward, moulding, initiate, anticipate, associate, repeat.
22. Finest, thinnest, vainest, meanest, painted, rented, landed, bonded, repeated.
23. Heated, midnight, named, sentiment, kicked, locked, liked, affect.

124. Word-Signs:

hoped
put
about

doubt
quite
could

God
good
if it

after
thought
that

without
astonish-ed-ment
establish-ed-ment

is it
h-as it
used

wished
let
let us

world
Lord-read
heard

word
might
immediate-ly

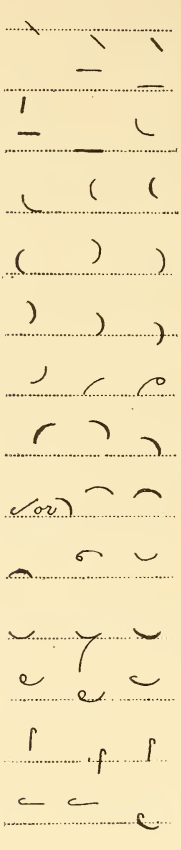
made
somewhat
not

nature
natural-ly
under

is not
h-as not
want

till it
until it
told

called
equaled
valued



particular-ly
opportunity
spirit

profit
remembered
toward

according-ly
cared
great

throughout
in order
did not

do not
had not
gentlemen

gentleman
kind, cannot
account

will not
we will not
are not

we are not
were not
mind

may not, am not
we may not
it will not

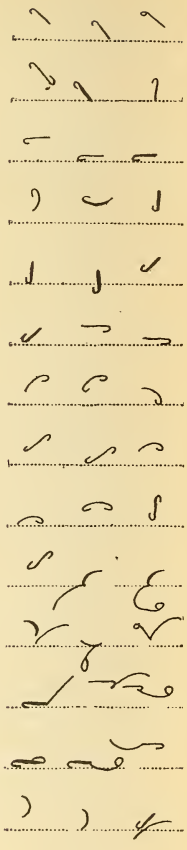
which will not
worldly
worldliness

lordly
naturalist
spiritual-ly

greater
kindly
kindness

greatest
greatness
unkind

astonish-ed
establish-ed
gentlemanly



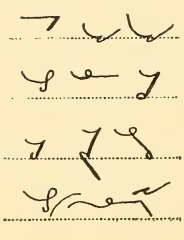
125. Contractions:

acknowledged
afterward
forward

inconsistent
indiscriminate-ion
intelligence

intelligent
intelligible-y
indispensable-y

interested
manuscript
onward

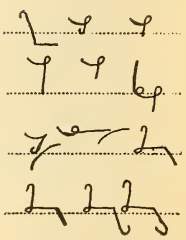


practicable-y
understand
understood

interest
disinterested
inconsistently

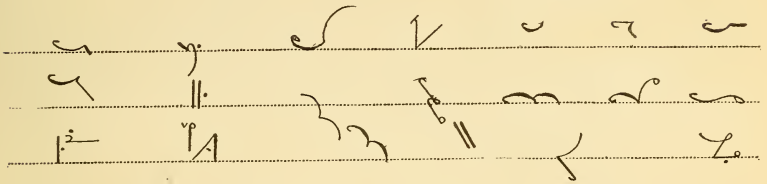
intelligently
indiscriminately
transcript

transcribed
transcription
transcriptive



126. Phrases:

Depending upon the context, it is perfectly safe to omit words which are easily supplied, as in the following:



one (or) two, two (or) three, sooner (or) later, on (the) contrary, in order (to), according (to) that, in regard (to), in reply (to), (from) day (to) day, (from) hour (to) hour, (from) place (to) place, more (and) more, more (or) less, one (of the) most, day (of the) week, side (of the) road, over (and) over, by (and) by, shall (have) been, in such (a) case.

Business Letters.

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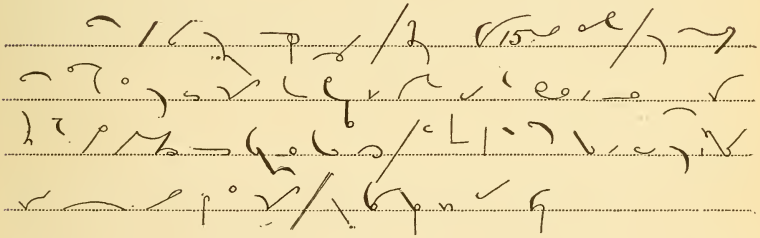

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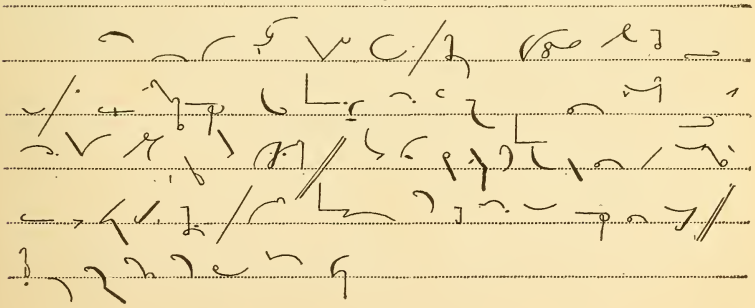
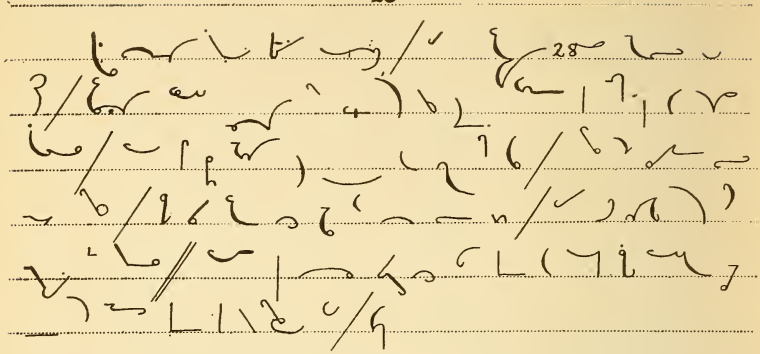


23



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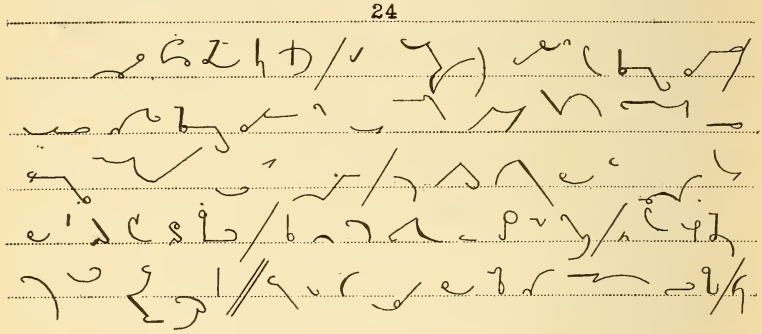


21.

Mr. J. H. Harper,
Kansas City, Mo.
Dear Sir:

Your letter of the 15th inst. is received. Our manager, Mr. Smith, is away and will not return for several days, but he[25] left word that as soon as he comes home he will see you, and that such arrangements can then be made as have been mentioned.[50] We talked it all over before he went away, but I prefer to let the matter rest until his return.

Hoping this will be satisfactory[75] to you, we are

Yours truly, (81 words)

22.

Mr. M. L. Shotwell,
Peoria, Ill.
Dear Sir:

Your letter of the 8th inst. received and contents carefully noted. The coal operators of Kansas City have been talking of holding a[25]

meeting with a view of taking some united action on the mining bill recently passed by the legislature.

If the law is to be obeyed[50] there will have to be some change in the price of coal, and the change should be general and at the same time. Will you[75] talk the matter over and attend a meeting in Kansas City, some time in June?

Trusting to hear favorably from you very soon, I am[100]

Yours truly, (102 words)

23.

Davis Mercantile Co.,
Dover, N. H.

Gentlemen:

We have your letter of the 28th inst., and have carefully noted what you say. With this mail we send you a sample of[25] our cold water paste, asking that you give it a trial at your earliest convenience. We know it will suit you and that you will[50] use no other, after you have tried this. Please read the circular carefully and note the prices. Consider the advantages we have mentioned and[75] those that may occur to you. We are sure you will then order either a barrel or a box.

In regard to other matters which[100] have been mentioned, we will take them into consideration when you have a chance to come here, and we can take it up personally with[125] you.

Yours truly, (128 words)

24.

Messrs. Williams & Johnson,
Detroit, Mich.

Gentlemen:

In reply to your letter of yesterday, we are sending you full description as requested. Enclosed you will find a descriptive circular of our[25] new copper range boiler, guaranteed against collapse, and inferior to none on the market. Our representative will be there soon with a sample, if he[50] has not already been there, and fully explain the construction. It is made very heavy and will sustain a high pressure. Should you feel interested[75] and desire further information, we shall be glad to furnish it.

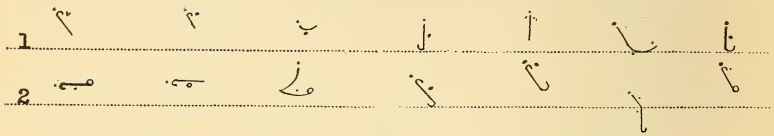
We hope to have your[100] answer soon, and trust you will give the matter[100] careful consideration.

Yours truly, (104 words)

LESSON XII.

Contracted Prefixes.

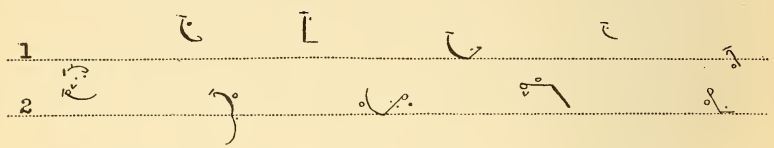
127. Con, Com, Cog, Accom.—A light dot at the beginning of a word is *con, com,* or *cog,* and a heavy dot is *accom.* Thus:



1. Comply, complete, cognate, contain, committee, accompany, accommodation.

2. Congress, conquer, conscience, complain, completion, competitive, accomplishing.

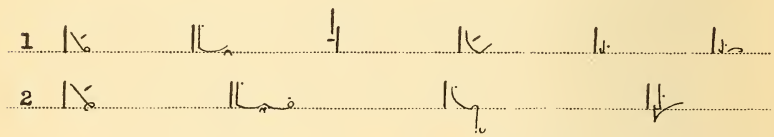
128. Contra, Contro, Counter, Circum.—A light tick at the beginning of a word is *contra, contro,* or *counter,* and a small circle midway before the first stroke of a word is *circum.* Thus:



1. Countermand, contravene, contradict, controvert, counterfeit, counterpart.

2. Countersign, controversy, circumference, circumscribe, circumspect.

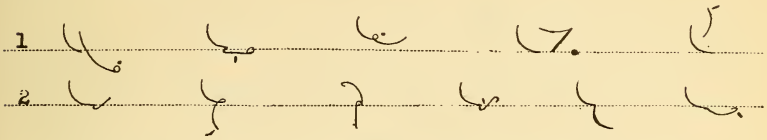
129. Discon, Discom, Decom.—The stroke *Dee* written detached at the beginning of a word is *discon, discom,* or *decom.* Thus:



1. Decompose, discontinue, discommode, discomfort, discontent, discontentment.

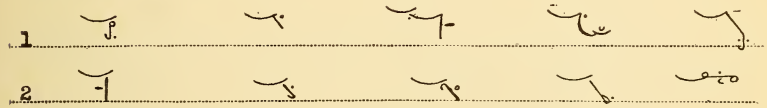
2. Decomposition, discontinuance, discomfiture, discontentedly.

130. For, Fore.— The stroke *Ef* is the sign for *for,* and may be written detached or joined at the beginning of a word for *fore* or *for.* Thus:



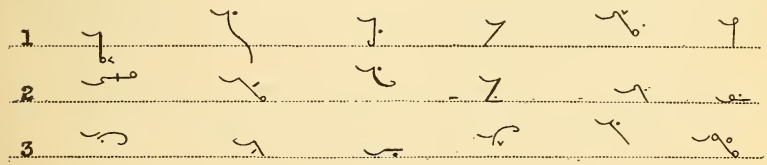
1. Forefathers, foreclose, foreseen, foreknowledge, foresaw.
2. Forward, forsooth, foretell, forewarned, forever, forenoon.

131. Incon, Incom, Incog.— The stroke *En* may be written detached or joined, whichever is more convenient, at the beginning of a word for *incon, incom, incog.* It may also be used for *incum* or *encum.* Thus:



1. Inconstant, incomplete, incognito, inconvenient, incompetent.
2. Incommode, incumbent, encumbered, encompassed, inconsequence.

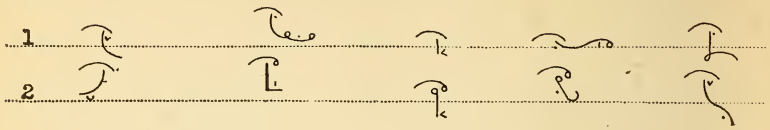
132. Inter, Intro, Enter.— The *En-stroke* shortened for *t* may be written detached or joined at the beginning for *inter, intro* or *enter.* Thus:



1. Introduce, interfere, entertain, interchange, enterprise, interest.
2. Intercourse, interpose, intervene, interject, interpret, intersect.
3. Intermission, interrupt, interrogate, interline, interplea, intersperse.

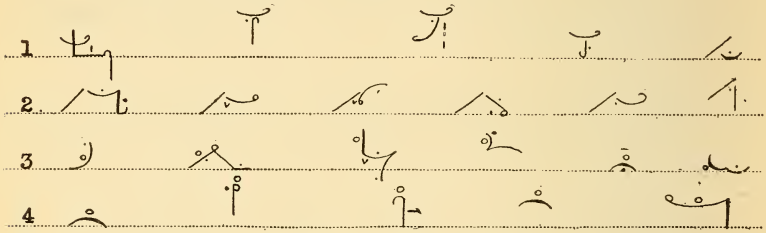
133. Magna, Magni, and Miscon, Miscom.— The *Em* stroke may be written above the first part of a word for *Magna,* or

Magni, and *Em-Iss* may be written above, for *Miscon* or *Miscom.* Thus:



1. Magnify, magnificence, magnitude, magnanimous, magnetism.
2. Magnesia, misconduct, misconstrue, misconception, magnifier.

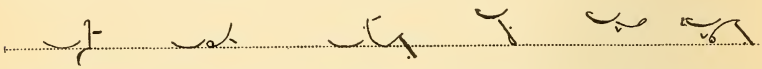
134. Noncom or Noncon is expressed by writing *Nen* over or through the beginning. *Recom, Recon,* or *Recog* is expressed by *Ray* at the beginning. *Self* is expressed by writing a small circle midway before the first stroke, and may be written in place of the *con-dot* for *Self-con.* Thus:



1. Nonconductor, noncommittal, noncommission, noncontent, recommend.
2. Recommendation, recognize, reconcile, recompense, recognition, recommit.
3. Selfish, self-respect, self-denial, self-esteem, self-made, self-evident.
4. Self-improvement, self-conceit, self-control, self-important, self-centered.

NOTE.—The sign for self is very frequently joined to the remainder of the word to save lifting the pen.

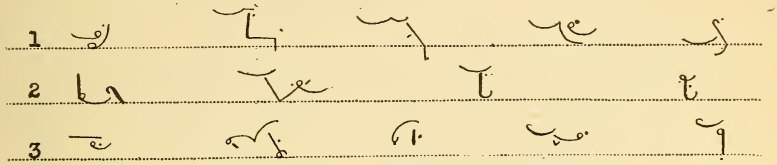
135. Uncon or Uncom may be expressed by writing *En* on the line before a word. *Unrecom, Unrecon,* or *Unrecog* may be expressed by writing *Ner* at the beginning. Thus:



uncontrolled, unconscious, uncomfortable, unrecompensed, unrecognized, unreconcilable.

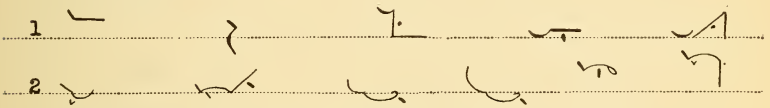
136. In any case where more than one of the foregoing prefixes come at the beginning of a word, they may be joined to express both.

In phrasing, where *con* or *com* is involved, these prefixes may be used, and also other words, by allowing the break between, to represent *con* or *com*. Thus:



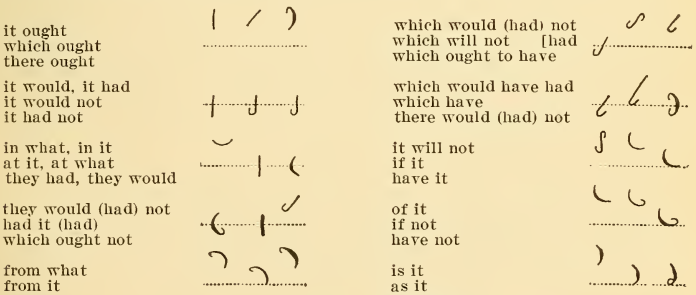
1. Unselfish, uncontradicted, uninterrupted, unforeseen, unaccomplished.
2. Disencumbered, in comparison, in condition, in consideration.
3. Common consent, small compensation, we will accommodate, in recognizing, in reconsidering.

137. **Word-Signs:**



1. Altogether, although, undertake, undergo, underrate.
2. To-night, to-morrow, afternoon, forenoon, almost, almighty.

It, Had, What, Would, Ought.—These words may be added to familiar words by shortening. The *t* or *d* expressed by shortening, representing the added word. When *ought* is added, the phrase is written in *first-position*. When *had* or *would* is added, the phrase is written in *third-position*. The word *not* may be added by attaching the *n-hook* to some of these. Thus:



NOTE.—It would seem that some of the above phrases would conflict, and they would, if standing alone; but the context, when they are used in sentences, makes them safe and legible. They are of value only when they can be used without hesitation, and written with confidence that they can be readily recognized in reading.

Business Letters.

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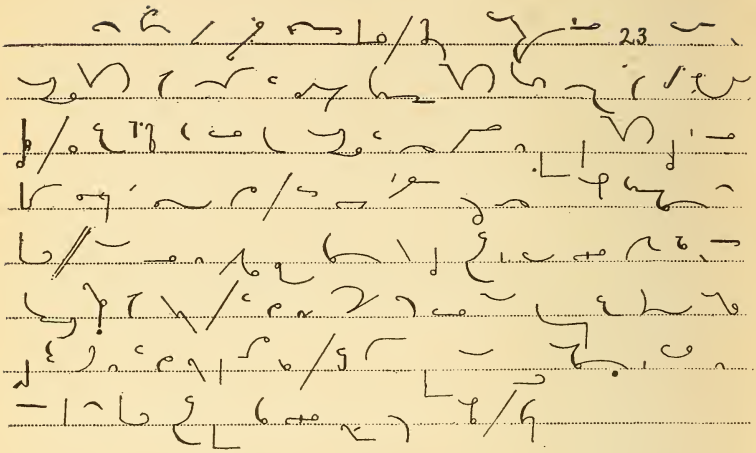

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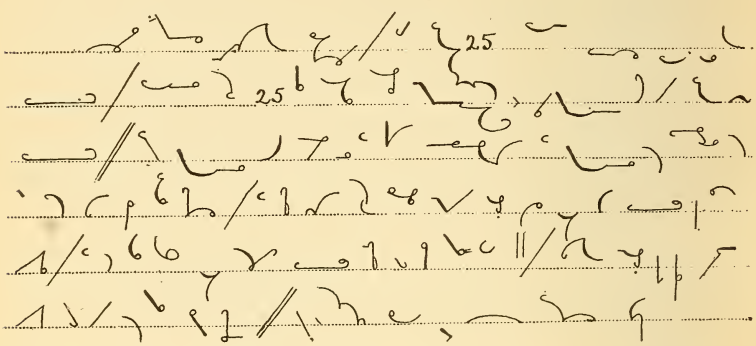


Mr. William H. Harris, 25
Morgan, Tex.

Dear Sir:

In reply to your letter of Aug. 23d, in regard to insurance policy on your mill, we certainly think you can get a policy, if you would move your gin a sufficient distance. As we have a Deed of Trust that calls for insurance, we must request you to take out a policy at once, or give us additional security on something else. We cannot carry the risk ourselves, and must insist that you give this matter immediate attention.

In case you refuse to straighten this matter up at once, we shall have but one course left, and that is to begin foreclosure proceedings on your paper. We sold you the machinery very close, and in fact we have had so many interruptions down there that we assure you we sold practically at a loss to us.

We do not like to take any action in this matter, but[150] unless you give it immediate attention, we shall have to take this course to protect our interests. Yours truly, (169 words)

Messrs. Hopkins & Randolph, 26.
St. Louis, Mo.

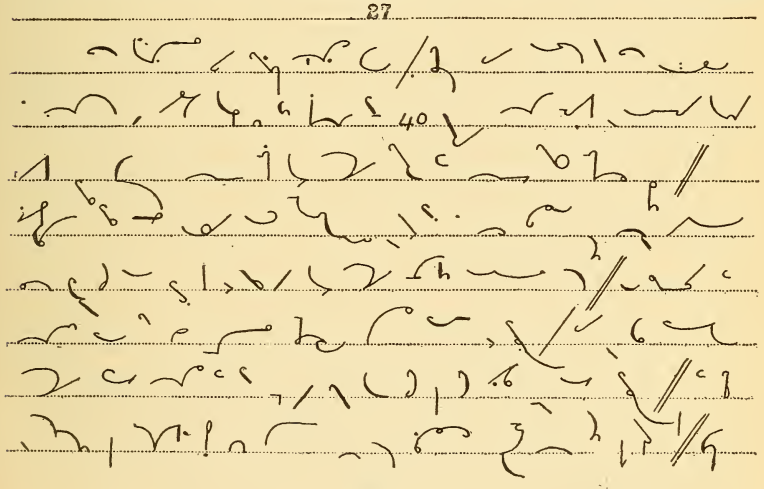
Gentlemen:

We have your esteemed favor of the 25th inst., in regard to claims in our hands for collection. We enclose herewith $25 in[25] this instance, and beg to call your attention to the charges of the bank through which we have made the collection.

We pay banks usual[50] exchange, and as we deal exclusively with banks, our correspondents are all very well satisfied with these terms. We trust you will hereafter, since there[75] is a better understanding, allow us to handle your collections at similar rates. We established these offices to handle Western collections, and trust to have[100] considerable business with you from time to time. We will have an understanding at the outset regarding the rate upon which our business is to[125] be transacted.

Hoping to hear from you soon about the matter, we remain
Yours truly, (140 words)

27



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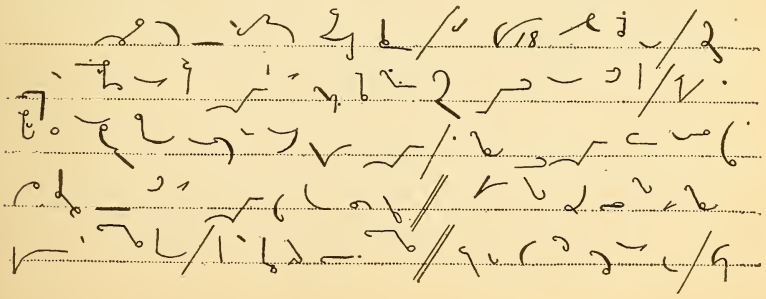


27.

Mr. Felix H. Prater,
Moline, Ill.

Dear Sir:

We are informed by Mr. Henderson, the miller, who recently visited you, that you contemplate building a 40-barrel mill, and we write[25] to inquire if you are ready to place your order or make a contract for the machinery, provided we would make the prices and terms[50] to suit you.

On receipt of this letter please give us the necessary information, and if you have not yet put up the building, the[75] man we will send to see you may be able to render you some valuable assistance in planning it to the best advantage for the[100] machinery, and we will accommodate you in any other way.

Under separate cover, we mail you one of our latest catalogs and testimonial letters in[125] regard to the Plansifter. We are putting this wonderful machinery in all the mills we build, and a large number have thrown out their reels[150] and put in the Plansifter.

We trust to hear from you at an early date, stating when you would like to meet our salesman, and[175] we shall have him see you at the appointed time. Yours truly, (187 words)

28.

Messrs. W. G. Warner & Co.,
Washington, D. C.

Gentlemen:

Your letter of the 18th received and contents noted. There has been a great deal of excitement in the wheat market on the Board[25] of Trade, and it is predicted there will be a reaction in a short time. On the contrary, the situation is inconceivably strong in favor[50] of an unusual bull market. The present action of the market clearly indicates that there is less disposition to go short on the market, than[75] for some time past.

The July option shows the greatest profit. should the present outlook of crops continue. It all depends upon the growing crops.

We[100] hope to have your frequent favors in the future.

Yours truly, (111 words)

LESSON XIII.

Contracted Suffixes.

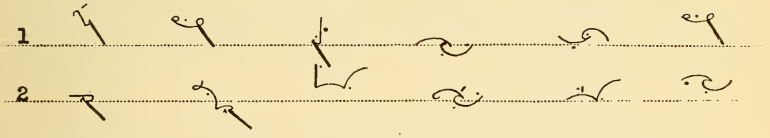
138. Ing, Ings, Ingly.—Whenever *Ing* or *Ing-Iss* do not join conveniently, a light dot may be written at the end for *ing*, a heavy dot for *ings,* and a heavy tick for *ingly.* Thus:

doing, doings, meeting, meetings, knowingly, lovingly, dealings.

139. Ing-the, Ing-a-an-and.— A light slanting tick detached at the end is *ing-the,* and a light vertical or horizontal tick at the end is *ing-a-an-and.* Thus:

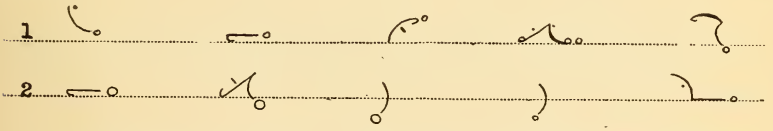
doing the, paying the, passing the, doing a, eating and, giving an.

140. Ly, Ble, Bly.—The termination *ly* may be expressed by *Lay* joined or detached or by an *l-hook;* and *ble* or *bly* may be expressed by the *b-stroke* when *Bel* cannot be joined.



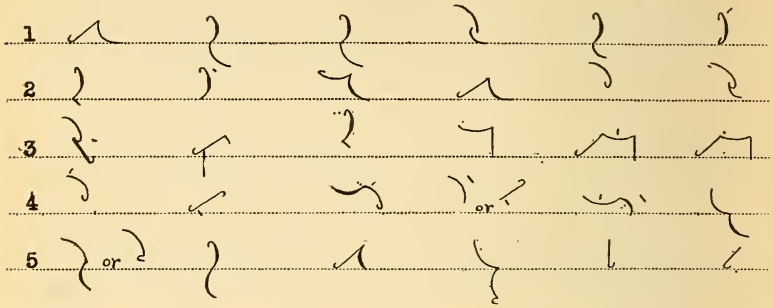
1. Profitably, sensible, attainable, manly, namely, sensibly.
2. Accountable, insurmountable, dimly, womanly, homely, meanly.

141. Bleness, Fulness, Someness as terminations, are expressed by a small circle at the end. The large circle is *lessness.* Thus:



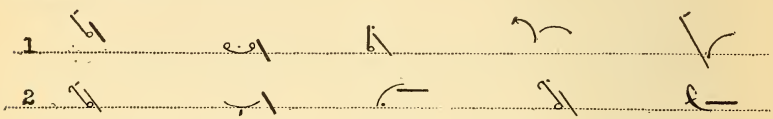
1. Feebleness, carefulness, lonesomeness, serviceableness, mirthfulness.
2. Carelessness, worthlessness, uselessness, usefulness, irksomeness.

142. For or **Fore** may be represented by (for) the word-sign stroke *Ef*, at the end of a word; and the word-signs *after, on, to, of, in, ever,* may be written as affixes in the manner shown in the following:



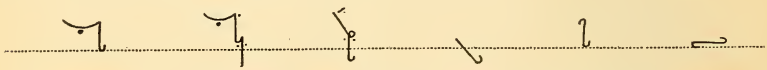
1. Wherefore, therefore, therefor, hereafter, thereafter, thereon.
2. Thereto, thereof, whenever, wherever, herein, hereinafter.
3. Hereinbefore, whereto, hitherto, into, whereunto, whereinto.
4. Hereon, whereon, hanger-on, hereof, unheard-of, forever.
5. Herewith, therewith, wherewith, forthwith, whatever, whichever.

143. Lity, Rity as terminations, with the preceding vowel included, may be expressed by writing the last stroke before the termination, detached. In a few words, the terminal stroke sign may be joined. Thus:



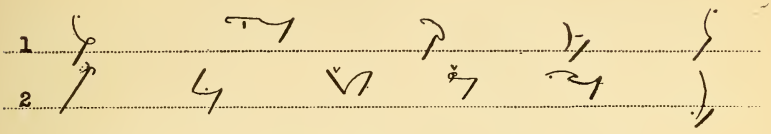
1. Possibility, sensibility, disparity, formality, popularity.
2. Prosperity, nobility, legality, principality, vulgarity.

144. Tive, Tivity, Tively may be expressed by *Tef*, when the *tiv-hook* cannot be used; also *ful* and *fully* may be expressed by the *f-hook* on straight strokes. Thus:



native, nativity, positively, hopeful, truthfully, carefully.

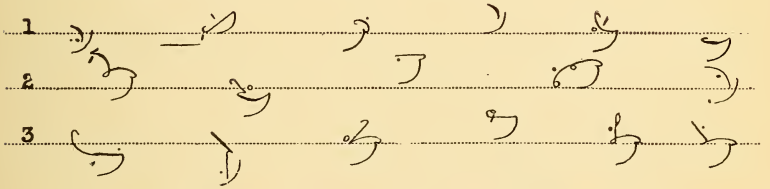
145. **Ology, Alogy** may be expressed by the *j-stroke,* joined or detached at the end. Thus:



1. Physiology, chronology, phrenology, zoology, theology.
2. Geology, genealogy, biology, psychology, mineralogy, astrology.

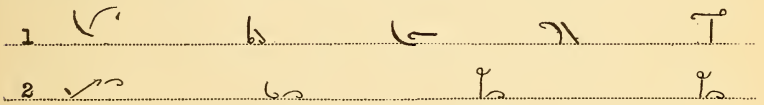
NOTE.—Add *Kel* for *cal* or *cally.*

146. **Ship** as a termination, may be expressed by *Ish,* joined or detached at the end of a word. Thus:



1. Hardship, workship, friendship, lordship, fellowship, ownership.
2. Horsemanship, partnership, kinship, salesmanship, airship.
3. Flagship, battleship, chairmanship, scholarship, statesmanship, penmanship.

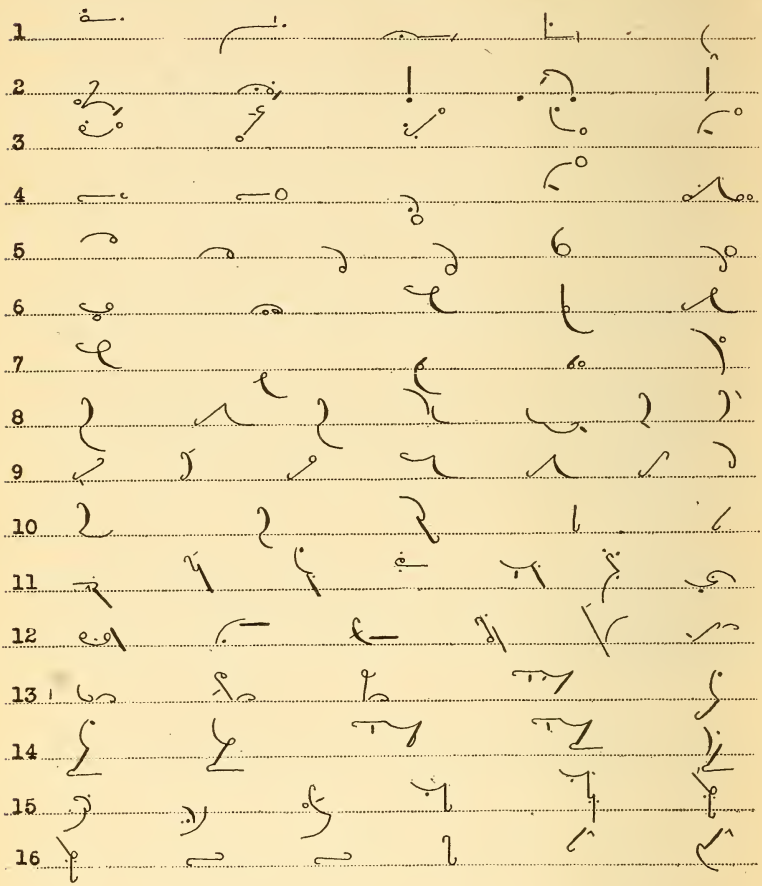
147. A consonant or modified consonant may be detached at the end, for terminations, such as *ancy, ency, idity,* etc. Thus:



1. Validity, despondency, vagrancy, verbosity, christianity.
2. Ornamental, fundamental, instrumental, instrumentality.

Exercise XXI.

148. To Be Read and Written:



1. Seeking, looking, making the, taking a, thanking you.
2. Charmingly, amazingly, doings, offerings, doing the.
3. Sinfulness, watchfulness, wearisomeness, feebleness, lawfulness.
4. Carefulness, carelessness, artlessness, lawlessness, serviceableness.
5. Myself, himself, ourself, ourselves, themselves, our own selves.
6. One's self, man's self, whensoever, whatsoever, wheresoever.
7. Whencesoever, howsoever, whosoever, whosesoever, whithersoever.

8. Therefore, wherefore, therefor, hereafter, afternoon, thereto, thereof.

9. Whereof, thereon, whereas, whenever, wherever, wherein, herein.

10. Therein, thereafter, hereinbefore, whatever, whichever.

11. Accountable, profitable, feebly, sickly, nobly, completely, namely.

12. Sensibility, legality, vulgarity, principality, popularity, ornamental.

13. Fundamental, supplemental, instrumentality, chronology, theologian.

14. Theological, physiological, chronologist, chronological, zoological.

15. Friendship, hardship, fellowship, native, nativity, positive.

16. Positively, carefully, careful, truthful, joyful, joyfully.

Business Letters.

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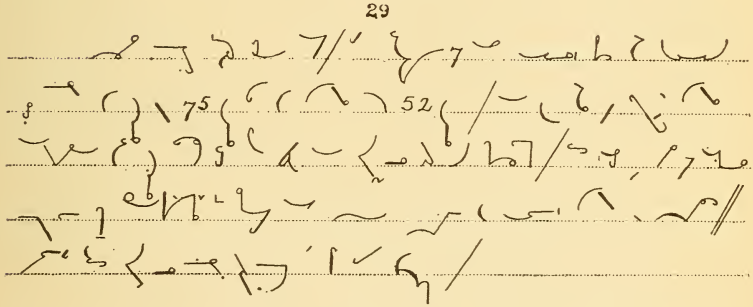

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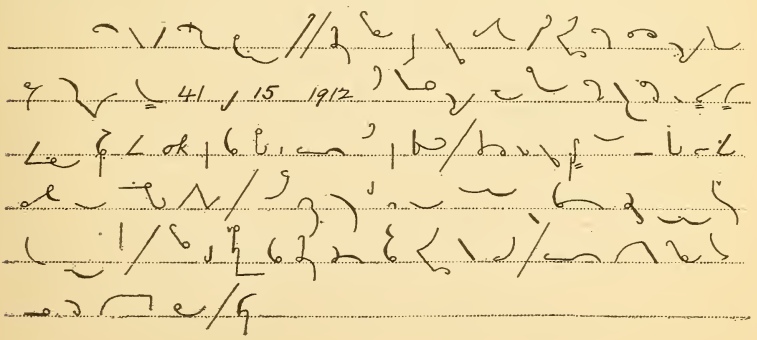

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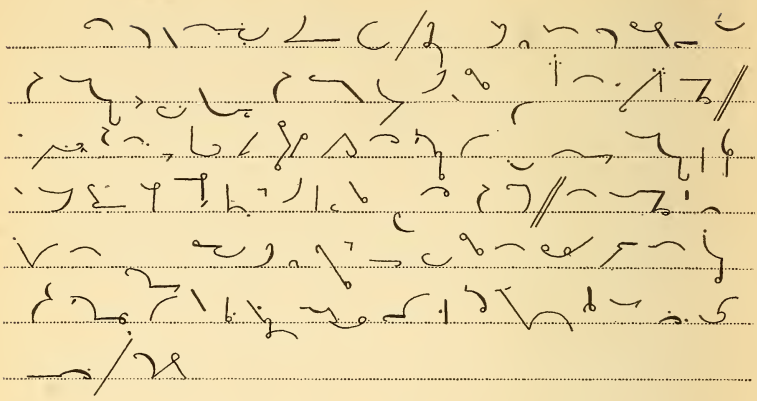

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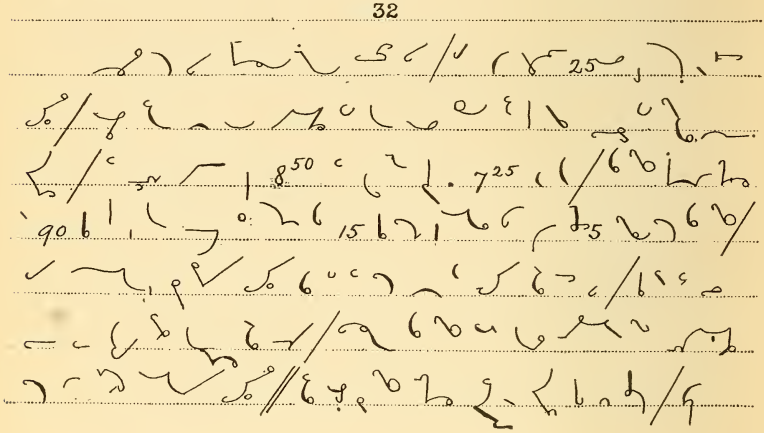


29.

Messrs. Kaplin & Arnold,
Trenton, N. J.

Gentlemen:

We have your letter of the 7th inst., enclosing a statement of your financial standing, exhibiting your assets to be $75,000 while your liabilities are $52,000. In view of this large proportion of liabilities in comparison with your assets, we must say we do not feel justified in shipping you the goods upon the usual terms of credit. We cannot understand how such a large indebtedness could be carried, during a

season of dull times or a stringency in the money market, without incurring a liability to embarrassment.

Regretting, therefore, that we cannot ship the[100] goods excepting payable cash on delivery, we are

Yours very truly, (111 words)

30.

Mr. P. J. Murphy,
Savannah, Ga.

Dear Sir:

Please note attached papers with reference to shortage on shipment from Simmons Hardware Co., St. Louis, way-bill F-41, June 15th, 1912, three boxes[25] of hardware and one spring, from the above concern to H. L. Jackson of your city, checked O. K. at this station, but claimed short at[50] destination. It seems to have passed Atlanta in good condition, and our agent has received no exception report.

We wish you would say whether[75] or not you know anything about this matter, as it has been hanging fire for a long time. Please do not side track this tracer,[100] as it is important that this shipment be shown. Claim will be presented if the goods are not located soon.

Yours truly, (122 words)

31.

Mr. W. B. McKinley,
Chicago, Ill.

Dear Sir:

I assure you I am very sensible of the great honor of your invitation to the annual banquet of your club, for which[25] I wish to express to your committee my hearty acknowledgment.

The renown of that meeting, and the attention which the speeches of such representative men[50] and orators will command, make the invitation, at this time of unusual political interest, exceedingly tempting, and I wish it were possible to avail myself[75] of your courtesy.

My engagements, already made, compel me to forego the signal pleasure you propose, and I can only express my sincere regret and[100] my confidence that your organization will, by its patriotism and independence, greatly aid a wise and popular decision in the impending national campaign. Very respectfully,[125] (125 words)

32.

Messrs. W. H. Thompson & Co.,
Cleveland, Ohio.

Gentlemen:

Your postal card of the 25th inst. at hand, ordering two corn shell-

ers. Inasmuch as we have made no arrangements with you for[25] next season, we thought it best to correspond with you previous to making shipment.

We quote you the regular size at $8.50 with fan[50] and feed table, and $7.25 without them. These prices contemplate terms of 90 days' time, but if cash is remitted within 15 days from[75] the date of the invoice, we will allow a discount of 5% from these prices.

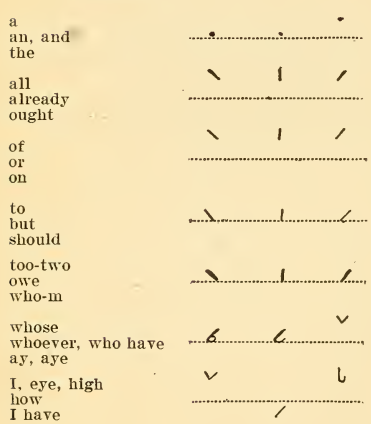
We are manufacturing a specially superior sheller this year,[100] with every improvement that a sheller of this kind should have. It is built with the greatest care and will thoroughly please the farmers of[125] this country. We must have these prices in order to afford us a reasonable profit, and you will notice they are very little higher than[150] the inferior shellers.

With this understanding as to the prices and terms, we shall be glad to ship you whatever you desire.

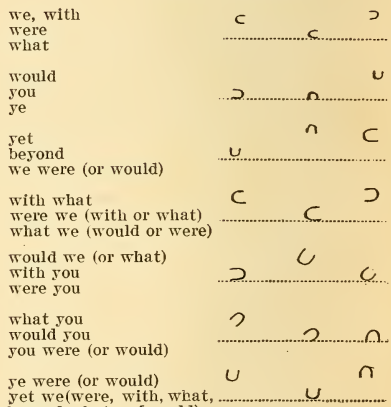
Yours truly,[175] (175 words)

Word-Signs and Phrases.

Vowels.

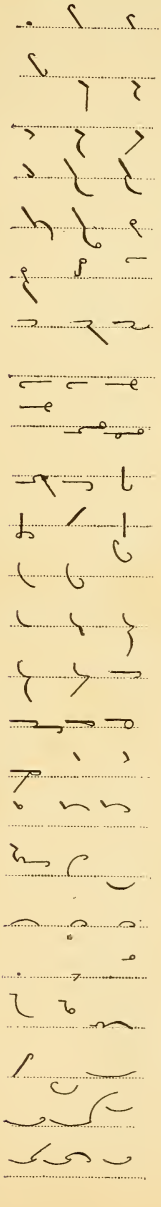


Brief W and Y.

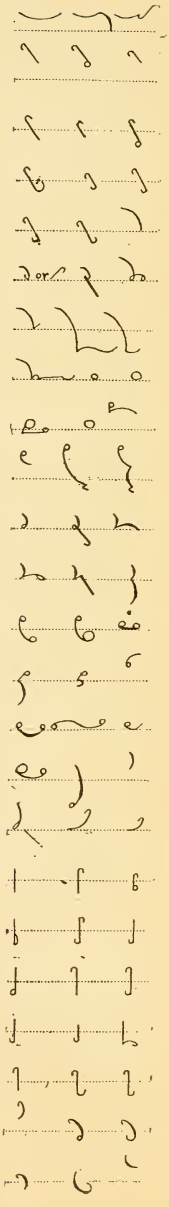


Word-Signs, Phrases and Contractions.

a
able
able to
able to have
about it
about that
about the
about them
about which
abundant-ce
above
above all
above our
above his-us
accept-ed-ation
acceptable
accident-al
accord-ed-ing-ly
account
accountable
accountant
accuracy
accurate-ness
accusation
acquisition
Act of Congress
Acts of Congress
Act of Parliament
active-ity
additional
advancement
advantage
advertise-d-r-ment
affect-ed
affection
affliction
after
after all
after he was
after them
after which
again
again and again
against
against his-us
against which
all
all the
all his
all my
all men
all that you can
alone
along
am
am not
amount-ed
an, and
and the
and is, his, as
and if
and if it is
and you may be
angel
annual
another
another one
another letter
any
anyhow
any more than
any one

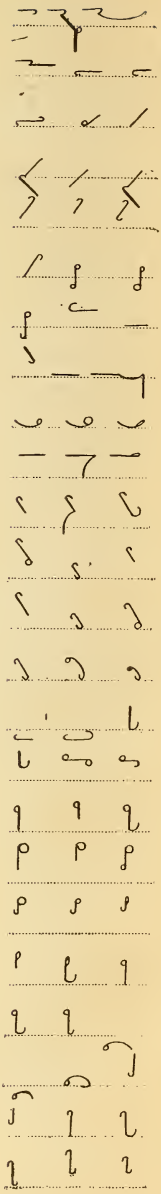


any other
any way
anywhere
appear
appearance
appeared
apply
applied
appliance
application
apprehend-ed
apprehension
apprehensive
approve-d-al
are
are not
are not to be
are sometimes
are the
are there many
are there not
are you acquainted
as
as is, his
as is the case
as has
as I am
as if it
as if there were
as if they were
as it is
as it has been
as it may be
as it must
as it should be
as it was
as far as
as fast as
as good as
as he was
as he would
as little
as long as
as many as
as not
as soon as
as there is
astonish-ed-ment
assist-ed
assure
assured
at
at all
at all times
at first
at length
at one
at once
at our
at our own
attain
attained
attainment
attract-ed
attraction
attractive
authority-tative
averse
aversion
avert-ed
avocation
avoid-ed-ance



aware
aware of
away
awful-ness
lie
be able to
be able to have
because
because the
because he has
because it may be
because there is
because this
because you were
before
before another
before he-the
before he will
before the judge
before the next
been
been done
been there
began
begin-ning
begun
behind
behind each
behind which
behind the
behind their
beheld
belief
believe-d
belong-ed
body
bold-ness
brethren
brother-hood
between us
between then
between their
beyond his-us
beyond him, me, my
beyond our
beyond the
but he-the
but all
built-d-ing
business
but are not
but can
but he has
but we were
but would it
but you say
by
by all
by all of
by every
by his own
by other
by other means
by the way
by which
by which there
by your own
call
called
calculate-d-ation
can
can be

cannot
cannot be said
cannot enter
cannot go
care
cared
careful-ly
certain-ty
change-d
changeable
charge-d
chargeable
cheer
cheered
cheerful-ness
children
circumstance
circumstances
circumstantial
clear-ed-ness
Co. (company)
combined
come
come into
commence
commences
commenced
common
commonly
commonest
complete
completely
completion
compliance
complaint
complied
comply
comprehend
comprehensible-ility
comprehensive
concern
concerned
conclude-d
conclusion
condition
conditioned
consequence-tial
consequent
consider-able-ness
considered-ate-ness
consideration
consist
consisted
consistence-y
consistent
constant
constituent
constitute-d
constitution-al
construct-ed
construction
constructive-ness
consume
consumed
consumption
contain
contained
contract-ed
contraction
contractive
contrive-ance
contrived



control-led
convert-ed
conversion

conviction
correct-ed-ness
correction

corrective
corrects
could

could be-the
could be able to
could have been

could he be
could he have been
could he make

could not
could not he have
could not he have it

could not say
could they
could we

could we have
could you have been
could you be

could you take
could you understand
countenance-d

creature
cure
cured

curious
danger
dangerous

dear
dear sir
dare not

dear friend
delight-ed
delinquent-cy

delinquents-cies
deliver-y-ed
deliverance

denominate-d-ion
deride-d
derision

derive-ation
derived-ative
describe-d

description
descriptive-ness
did

did not
did he not
did not see

did not understand
did he have
did he know

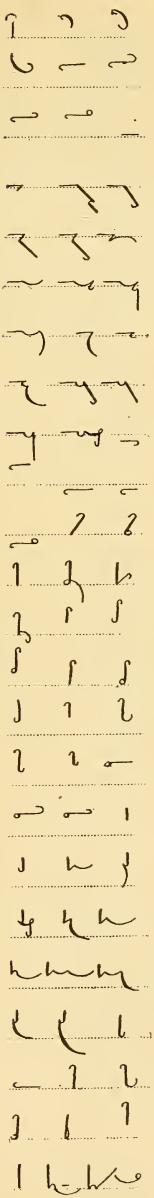
did you know
did he not know
did he not have

didn't have
didn't have their
differ-ent-ence

difficult-y
direct-ed
direction

directness
distinct-ion
doctor

do
do you know
do you recognize



do you remember
do we know
doubt

doubter
down
down the

down there
during
during the time

each
each one
each will

either
either one
either way

England
English
entire

entirely
equal-ly
equaled

establish-ed-ment
even
ever

ever have
every
every one

evident-ce
exact-ed-ness
exaction

example
exception-al
except-ed

expect-ed-ation
expense
expensive-ness

experience
experienced
explain-ation

explained
express-ive
expressed

expression
eye
fail

failed
fall
fallen

false
family
farther, further

favor-ed
feel, follow-ing
few

few instances
few days
few men

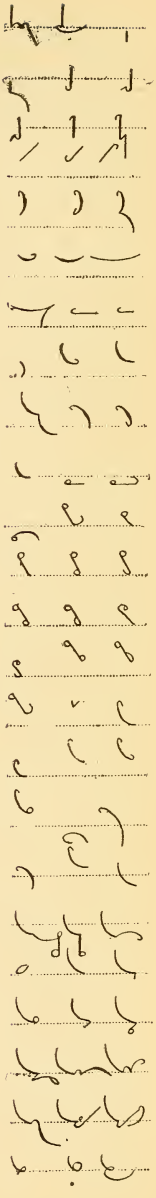
first
for
for a-an

for as-his-us
for he-the
for he has

for he must
for you may be
for you will not

for you have
for we are
for we are sure

for it is the
for it is his
for it is only



for it is generally
for it must
for all

for our
for several
for several other

for some
for some other
form-ed

formation
found-ed-ation
frequent

from
from his-us
from the

from you
from him-me-my
from all the

from among us
from some
from some of my

from it
from what the
from your own

full-y
gave
general-ly-ize-d

generalization
generation
gentleman

gentlemen
give-n
God

good
govern-ed-ment
great

greatest
greatly
greater

had
had he-the
had he not

had he have
had had, had it
has

has as-his
has been
has to be

has done
has he been
has it

has it been
has it not
has not

have
hav-ing been
have been the

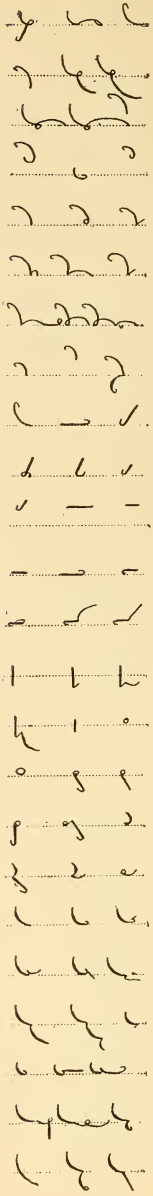
have been noted
have been put
have called

have ever
have ever thought
have had the

have not
have not given
have not known

have not said
have not seen
have they not

have their
have this
have to be



have to make
have to find
have we

have we done
have we not
have you been

have you ever
have you known
have you undertaken

have your own
he
he calls

he came
he can
he can be

he can find
he can not
he cannot come

he can not do
he can not enter
he can not know

he can not use
he did
he did not

he did not do
he did not have
he did not know

he does not
he had
he had not

he had to have
he has-is
he has not

he has the
he is the
he has been

he has to be
he is not
he was the

he was not
he went
he may be

he may not
he must
he shall

he shall not
he shall have
he supposed

he will
he will not be
he will be

he will be there
he wishes his-us
he wonders

he would be
he would have
hear, here, her

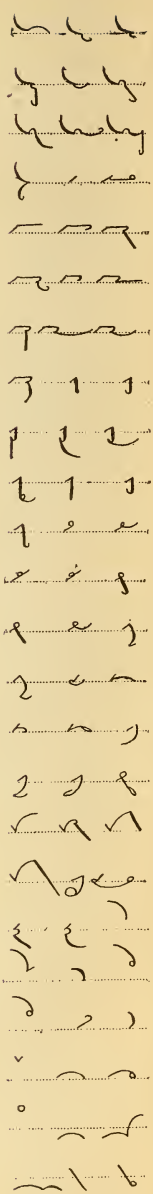
hear the
heard
hers

herself
hereafter
hesitate-d-ion

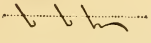
high
him
himself

his
home
homely

home-made
hope
hopes

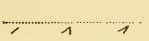


hope to have
hopeful-ness
hope you may be



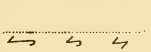
hope you will not
hope you are not
hope it may be

how
how a-an
how the

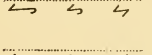


how are you
how are they
how are we

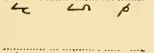
how can
how can it
how could he



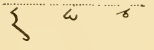
how could we
how could you
how has he



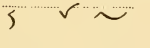
how has it been
how have you
how he is-has



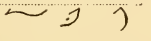
how is it
how little
how long



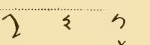
how many
how shall
how was



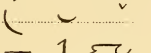
how was the-he
how would the
how would you



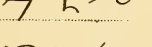
however
hundred-th
I



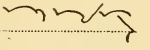
I acknowledge
I admit
I agree with you



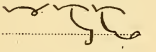
I am afraid
I am aware
I am compelled



I am certain
I am confident
I am convinced

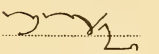


I am glad
I am rather
I am sorry



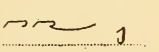
I am sure
I am very sorry
I ask you

I believe
I believe you will be
I can

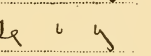


I cannot
I cannot enter
I did not

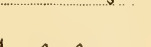
I did not anticipate
I have
I have been



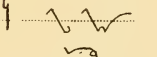
I have had
I hope to have
I hope you will



I hope you may be
I hope there will
I must ask you

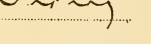


I need
I need the
I need not say

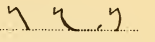


I may
I may not
I may be

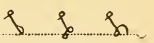
I represent
I shall be
I shall not



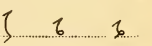
I should be
I should have
I should say



I supposed
I suppose there is
I suppose you were(would)

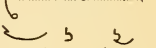


I think he-the
I think it is
I think it is he-the

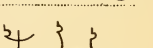


I think there is-has
I think it may be
I was

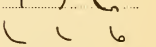
I wonder
I would
I would not



I would notwithstanding
I would say
I would have you

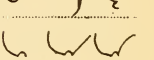


if
if it
if it is



if it is his
if it was
if it were

if you
if you are
if you will



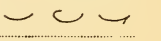
if he-the
if he is-has
imagine-ary-ation

imagined
immediate-ly
important-ce

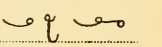
impossible-ility
improve-d-ment
improvements

in
in all
in the

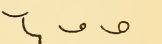
in his
in consideration
in consequence



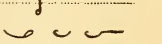
in confidence
influence
influences



influenced
in order (to)
in order to go



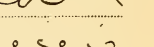
in order to have
in our
in receipt (of)



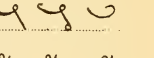
in relief
in regard (to)
in reply

in respect
in response
information

instruct-ed
instruction
instructive-ness

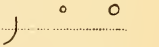


issue
is
is his-as

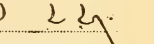


is it
is it not
is it not probable

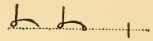
is it reasonable
is not
is to



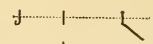
it
it is the
it is not



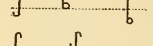
it is important
it is impossible
it had



it had not
it would
it would be

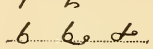


it would not
its
itself

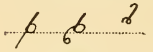


it will
it will not
jury, junior

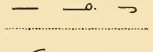
judge
judgment
just



just as
just as long as
just as good as

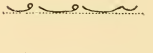


just as much
just as well as
jurisdiction



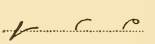
kingdom
kingdoms
kind

kindly
kindness
know

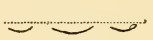


knows
know there is
know they are not

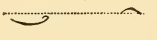
known
language
large



larger
larger than
largest

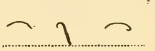


largely
let
let us

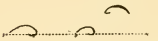


long
longer
longest

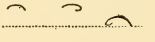
longer than
Lord
made



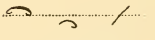
man
manner
may



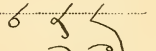
may be
may not
matter



me
member
men



mention
mentioned
mere, Mr.



might-y
mind
more

more than
movement
much

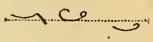
much as has
much has been
much rather

much value
my
myself

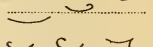
nature
natural-ly
near

nearly
necessary
no

nobody
no less
no one

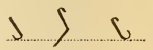


no other
none
nor



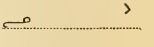
nor the
nor will
nothing

oh, owe
object-ed
objection

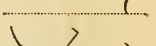


objective
oblige
obligation

occur
occurred
occurrence



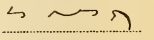
occurs
of
of the



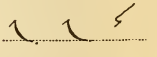
of his-us
of you
of your

of their
of each
of which

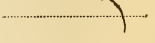
of much
of them
of this



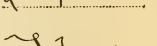
of it
often
on



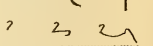
on account
on no account
on every



on having
on having the
on high

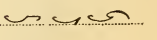


on his-us
on his account
on his way there



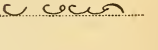
on his part
on it
on my own account

on any subject
on the face of it
on one side

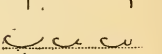


on our
on our account
on our own part

one
one advantage
one another



one cannot
one whom
one more



one of his-us
one or two
one part

only
only as-his
only one more

only time
only the
only way

only their
only we
only you

opinion
opportunity
opposition

or
order
ordered

ordinary
other
ought

ought to be
ought to go
ought to have

ought to have been
our
our object

our own
our way
ours, ourself

ourselves
out
out of it

out of our
out of the
out of the question

over
over all his
over and over

over him-my-me
over his-us
over some

over you
own
owned

owner
party
particular-ly

people-d
perfect
perfection

phonography
pleasure
position

possess
possible-ility
possibilities

practice-al
practiced
preliminary

pretty
principle-al
prove, proof

put
quality
quantity

qualify
quarter
quickly

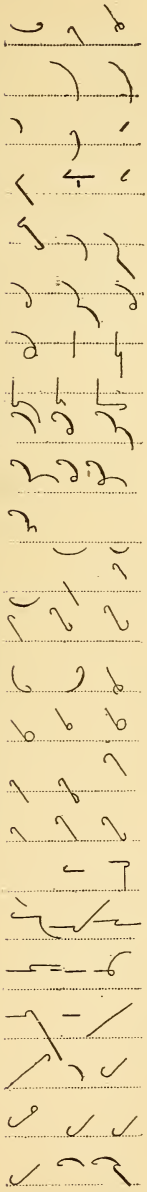
quicker
quite
quite as well

quite probable
quit
rather

rather than
read
real-ity

realize
relation
relative

relate-d
remark-ed
remarkable-y



remember-ed
remembrance
rule-d

satisfy-ed-actory
satisfaction
see

secret
secretary
Secretary of State

Secretary of the Interior
Secretary of War
Secretary of the Treasury

secure
secured-ity
seclude

seclusion
send
send his-us

send the
send them
send their

send the order
send you
sent

sent his-us
sent you
sent one

set off
set forth
several

several days
several other
several dollars

several thousand
several years
shall, shalt

shall not
shall not be
shall have

share
she
she is-has

she must
she should have
should

should the-he
should have
should be

should we have
should we make
signify-cant-ce

signification
similar-ity
simple-icity

simpler
simplest
situation

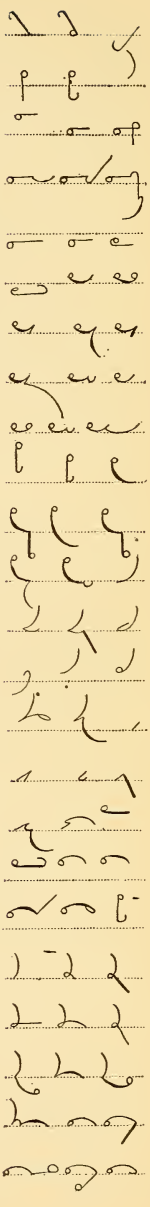
so
so as to
so as to be

so as to come
so as to make
so as to pay

so far as
so important
so long as

so you may be
some
some advantage

some cases
some chance
some one



some other
some way
somebody

somewhat
somehow
sometime

sometime ago
some thing
somewhere

special-ty-ity
spirit
standard

stenography-er-ic
stood
subject

subjection
subjective
success-ful

suggest-ed-ion
suggestive-ness
superintend-ed-ent-ence

superior-ity
supply
supplies

supreme-acy
supreme court
suspect-ed

sure-ly
surprise
surprised

take
taken
mistake

overtake
partake
undertake

tell
than
than the

than any other
than before
than ever

than our
better than
greater than

larger than
longer than
more than

quicker than
sooner than
younger than

thank-ed
thank us-his
thank him

thanks
thanks his-us
thankful-ness

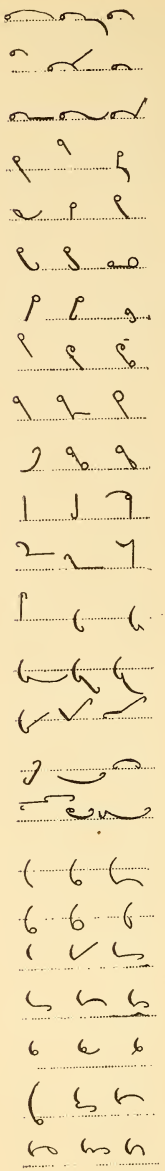
that
that are
that can

that cannot
that may be
that may not

that is-his
that is not
that is the

that there is-has
that we cannot
that we may

that we must
that you may not
that you would



their, there
them
themselves

then
then shall
there

there are
there is no
there was

these
these are
they

they all
they all want
they are

they are to be
they are wrong
they can have

they have not
they think
they were

they will
thing
things

think
thinks
think he-the

think not
think there is
think we are

think we can
this
this is the

this matter
this may be
those

those who are
time
thou

though
thousand-th
through

throughout
trial
thus

thy
thyself
till

till it
to
to all parts

to be
to have
to have gone

to have known
to his-us
to make the

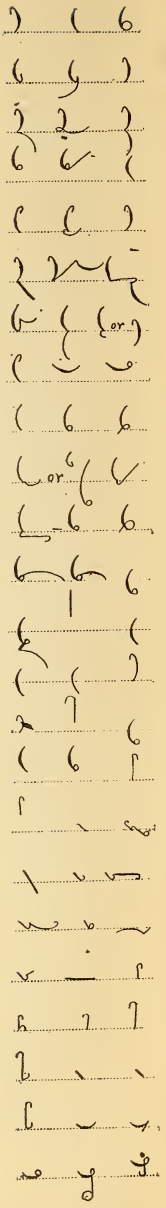
to have the
together
told

told you
toward
truth

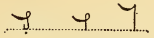
truthful-ly
too
two

twelve-th
under
under the

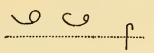
under his-us
under the circumstances
understand



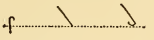
understanding
understood
undertake



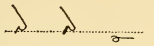
United States
unless
until



until it
up
upon

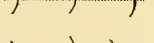


upon the
upon their
unsecured

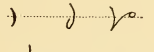


us
use (n)
use (v)

used
useful-ness
useless

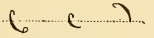


usual-ly
value
value the

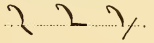


value his
valued
very

very bad
very good
very much

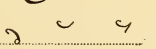


very near
virtual-ly
virtue

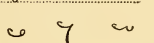


virtuous
want
want the

want his-us
want them
want you

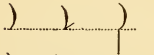


was
was he-the
was it



was it not
was necessary
was there

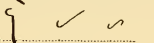
was to be
way
we



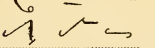
we advise
we are
we are not

we are doing the
we are glad
we can

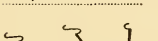
we cannot
we cannot be
we did



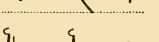
we did it
we did not
we do not



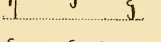
we have
we have been
we have not



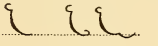
we may
we may not
we know



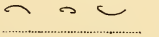
we know we are
we made
we make



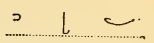
we must
we shall
we will



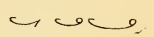
we will not
were
were not



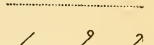
what
whatever
when



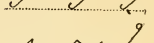
when the-he
when his
when there is



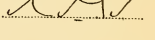
where
whereas
whereof



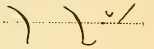
wherefore
whereunto
where there is



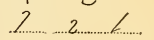
whether
whether or not
which



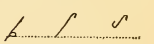
which are
which are not
which he-the



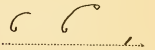
which is the
which will
which will not



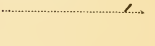
while
while there is
who-m



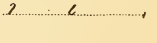
who are
who have
who has-is



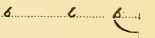
whose
whoever
whosoever



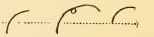
whole
wholesome
will



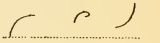
wilt
will not
wish



wishes
wished
with

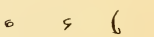


with his-us
with the
within

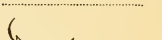


within the
without
word

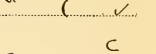
world
would
we were-would



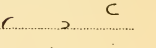
with what
what would
with you



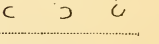
were you
what you
would you



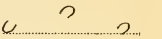
year-s
yet
yesterday



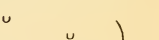
you
you were-would
yours, yourself
yourselves



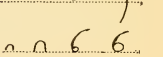
you may be
you may not be
you cannot enter



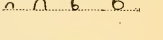
you can have
you would be
you should have



yours respectfully
yours truly
yours very truly



yours sincerely
your favor
your own



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This leads up to Letter-writing. In this work all the different points in theory and form in Letter-writing are brought out, leading up to actual Letter-writing.

Proposed letters are given to be composed, commencing with the simplest letters and leading to more difficult ones.

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This book presents the subject of typewriting by the usual method of typewriting instruction books. It begins with the middle row of keys, and gradually brings in other letters until the whole key-board is brought in, giving systematic practice as each advance step is taken. It gradually develops into sentence writing and then to letter writing, followed by other practice matter. It is a book of 150 pages, open endwise and cloth bound.

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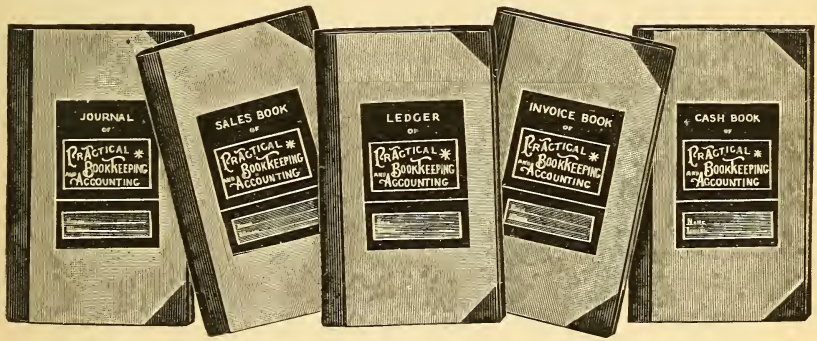

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